

Recruitment Details

The City of Winnipeg is a vibrant and dynamic organization with many opportunities!

We offer a diverse and welcoming work environment that delivers quality services to our citizens.

Corporate Web Specialist Intern

Corporate Support Services - Indigenous Relations Division

Posting No: 117046

Closing Date: August 23, 2018

Job Profile

In partnership with Oshki Annishinabe Nigaaniwak, the City's Indigenous Youth Strategy, the Corporate Support Services Department is seeking (1) Indigenous Youth under the age of 30 to participate in a Web internship over a one year period.

The selected applicant will have the opportunity to work on the Corporate Web Services team, providing services to the organization by creating and providing original graphics/images, HTML (web coded) templates, interactive forms and multimedia productions for use on the Internet, Intranet and other websites. Other services include research, consulting, planning, file conversion, storage and training.

The Corporate Web Services Specialist Intern will be responsible to maintain and support the Indigenous Relations Website and the Oshki Annishinabe Nigaaniwak youth website to help Indigenous youth access information, resources, and employment development and training opportunities, provided by Oshki Annishinabe Nigaaniwak, while sharing their culture and their voices.

As the *Corporate Web Specialist Intern* you will:

- Provide prompt and efficient technical support when creating and maintaining the City's centrally supported websites (Internet and Intranet), utilizing available technologies.
- Work collaboratively with staff to develop, publish and maintain, information and service options on the City's centrally supported websites.
- Create, test, and maintain complex web designs, page layouts, graphics, stylesheets, illustrations and photographic elements using best practices in a fully-digital environment using web design software and following Corporate Web content standards.
- Attend all Indigenous Relations communications meetings.
- Post Media Releases to Winnipeg.ca.

Your education and qualifications include:

- Diploma/Certificate in Web Design or equivalent combination of education and experience.
- Knowledge of HTML, image editing, CSS, and Javascript programming.
- Proficiency with graphics, image editing, multimedia, and Web authoring tools, i.e. Dreamweaver, Illustrator, Photoshop, Acrobat.
- Proficiency in ASP and XML would be considered an asset.
- Demonstrated ability to establish and maintain positive working relationships and interact effectively with a variety of clients and stakeholders.
- Demonstrated oral and written communication skills, including a demonstrated ability to communicate technical information in plain language.

Conditions of employment:

- A Police Information Check satisfactory to the Employer will be required from the successful candidate, paid for by Oshki Annishinabe Nigaaniwak.

CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Cover letter

Applications submitted without REQUIRED documentation will not be considered.

If you do NOT have access to a computer/email, please apply, including all documentation listed above, to: Staffing Branch, HR Services, Main Floor – 510 Main Street, Winnipeg, MB by **4:30 P.M., Thursday, August 23, 2018.**

Notes

1. As this job posting is recruiting for an Intern, applicants who may not meet all of the education and experience requirements will still be considered
2. Applicants of Indigenous descent will be given first consideration.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$1,617.09 bi-weekly.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.

Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.