



Autism Ontario is a charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorder (ASD). Autism Ontario has Chapters serving almost every corner of the province. Each Chapter is run by dedicated volunteers and local Chapter Leadership Councils. These volunteers organize and support parent to parent contact, provide official Special Education Advisory Committee (SEAC) representation for ASD to boards of education, camps and local events. We pride ourselves on our mission to ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society. We are constantly evolving in order to improve the lives of the people we support.

Job Title: Website Coordinator (Contract)

Reports to: Toronto Chapter CLC

Location: Mobile Site

Hourly Rate: \$14

Position Overview

The Website Coordinator position is a mobile off-site position in Toronto for the Autism Ontario Toronto Chapter. They will maintain the Autism Ontario - Toronto Chapter Website that provides resources and information for the Toronto Autism Community.

Key Responsibilities:

Website Management

- Work closely with many Autism Ontario-Toronto Chapter Leadership, volunteers' leaders and Communications Consultants regarding the development and technical aspects of the site so that the experience of site visitors is positively facilitated and meaningful in its content to professionals and parents of children with ASD in Ontario

Communications

- Represent Autism Ontario's vision, mission and key areas of focus knowledgeably and confidently in community settings
- Demonstrate leadership; communicate and collaborate with excellence with all provincial and chapter Autism Ontario staff and volunteers and consultants in order to

achieve the mandate of this position through appropriate oral, written and electronic means

- Coordinate the work of various stakeholder committees regarding the content of websites
- Coordinate communications with Potential Program staff, Chapters and fundraising team
- Maintain databases for public communications regarding the site that may be easily utilized for mailing, emailing and other forms of survey development and electronic communications

Content Development

- Build support and manage content for Autism Ontario's Toronto Chapter website
- Consult with local Chapter leadership (volunteers and staff) regarding Chapter website
- Develop website content through gathering of relevant information from a variety of sources
- Create a variety of web based communications for subscribers of Autism Ontario's e-news, ABACUS, CALYPSO, SPIRALE, public awareness messaging and media releases
- Continue to build on existing social media strategy to increase awareness of Autism Ontario's advocacy, services, supports and fundraising events.

Required Skills and Qualifications:

- University Degree or College Diploma in Communications, Marketing or related field, or equivalent experience
- Experience working with Websites
- Strong communications skills (written and verbal), including ability to write and edit copy for different target audiences
- Experience developing and implementing communications using broad range of channels
- Experience with social media and web communication tools
- Knowledge of Autism Spectrum Disorder
- Strong interpersonal and negotiation skills with the ability to work effectively with multiple stakeholder groups
- Ability to take directions well and execute independently, work with tight deadlines and on multiple projects in an organized manner

Interested candidates should submit a resume and cover letter by email no later than February 22, 2019 to the attention of Human Resources - hr@autismontario.com. In your cover letter, please highlight your relevant experience and salary expectations. Please quote "Website Coordinator" in your subject line of your email and application. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.