

## CONTENT AND DESIGN SPECIALIST

Autism Ontario is a charitable organization with a 48-year history of representing the thousands of families and people with autism spectrum disorder across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact those with autism, and their families, Autism Ontario is the province's leading source of information and referral on autism and one of the largest collective voices representing the autism community. Members are connected through a volunteer network of 25 chapters within regions throughout the Province of Ontario. Our mission is to create a supportive and inclusive Ontario for autism, and we value collaboration, respect, accountability and being evidence informed.

### **Job Description**

**Title:** Content and Design Specialist

**Salary:** 60 000-63 000 \$ (FTE 1.0)

**Location:** Autism Ontario Provincial Office – Liberty Village, Toronto

### **Position Overview**

As the Content and Design Specialist, you will be responsible for planning, coordinating, and implementing workshops, webinars, and online content that support families and professionals in relation to ASD across the province. This position works collaboratively with parents, other staff, and professionals to coordinate and successfully increase awareness of Autism Ontario's advocacy, services, supports, and fundraising events.

### **Key Responsibilities:**

#### **Branding, Design and Content Development:**

- Build, support and manage content for Autism Ontario's online platforms
- Oversee and ensure consistent branding on all Autism Ontario produced materials including electronic and print media
- Create web-based communications, public awareness messaging, social posts and media releases as determined in collaboration with the Communications Team Manager
- Facilitate staff training on branding and design
- Ensure that the website is up to date (current events, current staff team)
- Work collaboratively with other team members to review copy before items are printed or finalized for printing
- Support regional teams by reviewing e-news copy monthly

- Consult with local chapter leadership (volunteers and staff) regarding chapter pages and ensure that output meets Autism Ontario's branding guidelines
- Develop website content through the gathering of relevant information from a variety of sources
- Continue to build on existing social media strategy
- Develop and foster a variety of stakeholder relationships
- Provide support to the development and execution of fundraising and awareness campaigns
- Support the development of a culture of giving within the organization
- Build and expand current relationships with the autistic community through avenues including but not limited to the *Autistic Creativity* initiative
- Review and oversight related to design and copy-editing including *Autism Matters*, newsletters, blog, e-blasts, announcements

### **Communications**

- Represent Autism Ontario's vision, mission and key areas of focus knowledgeably and confidently in a community setting
- Demonstrate leadership; Coordinate communication and collaborate with excellence with all staff, volunteers, and external stakeholders
- Update and maintain website content
- Provide ongoing support to staff and volunteers around maintaining the website and Chapter webpages

### **Qualifications:**

- Bachelor's Degree with a minimum of 3 years of experience working in a related discipline. An equivalent combination of education and similar experience will be considered
- A background in marketing and communications with experience in event management, education or training is preferred
- Familiarity with Drupal 8 and content management systems
- Experience with graphic design software such as Adobe InDesign, Canva, etc.
- Fluency in written and oral French is strongly preferred
- Experience working with a charitable organization, volunteers, and community partners
- A proven track record of working with community service providers within a not-for-profit organization
- Demonstrated experience managing multiple projects or programs, strong attention to detail

- Strong written and verbal communication skills are required as is the ability to work collaboratively with partners and stakeholders
- Must be proficient with various computer programs including database management, Microsoft Office application and a demonstrated level of expertise in social media
- Must be self-motivated, innovative and flexible
- The role requires the ability to work evenings and weekends. Must be flexible to travel to multiple locations across the province
- A valid Ontario driver's license and access to a vehicle is required from time

Interested candidates should submit a resume and cover letter to [hr@autismontario.com](mailto:hr@autismontario.com). 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, colour, 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.