



Hear Entendre Québec

7000 Rue Sherbrooke West/Ouest, Montréal, Québec H4B 1R3

Phone/Tél: 514-488-5552 ext/poste: 4500 | Cell/Text: 514-797-2447

Fax: 514-489-3477 | Web: [www.hearhear.org](http://www.hearhear.org)

## Website Administrator

### Job Description:

The Website Administrator will be responsible for supporting and growing Hear Québec's membership through communications, data management, and volunteer recruitment and supervision. Tasks within communications will include maintaining and updating our website using Wordpress and NationBuilder. For this reason, the opportunity is aimed at someone with knowledge and/or an interest in coding (HTML), Google analytics, and search engine optimization (SEO). This position also requires excellent writing in English and a working knowledge of French. The administrator needs to be comfortable gathering and analysing data to use in decision making processes about what to post and how to allocate resources.

### Other tasks include:

- Planning evidence-based communication strategies for Facebook, LinkedIn, and Instagram
- Using WordPress to track and evaluate engagement and campaigns
- Using Google Sheets to visualize and report on the data
- Innovating ways to optimize donations through our various channels such as Facebook, the Hear Québec website, mass electronic mailing, etc. based on the results of their research
- Creating and evaluating digital tools for our programs to effectively serve people with hearing loss
- Facilitating Hear Québec's online presence in an effective and accurate manner, allowing us to maintain current partnerships and relationships with local businesses and the ability to pursue additional relationships in the future

This job supports youth who self-identify as being part of under-represented groups, including those who are part of the LGBTQ+ community, or as having additional barriers to entering or staying in the labor market.

Priority will be given to persons with disabilities, especially those who are hard of hearing oral communicators.

### Skills this position will develop:

Client Service

Teamwork

Communication

Digital Skills

Leadership



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Start Date: 2021/09/13

Weeks: 8

Hours per week: 35

Hourly Rate: \$14 - \$14.25

Skills and Assets that will help with the position:

- An ability to work with a multi-disciplinary team
- Familiarity with non-profit organizations
- Experience working with people with disabilities

To apply, please send CV and cover letter to [info@hearhear.org](mailto:info@hearhear.org)



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