



## A Career Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

### Administrator, Digital Solutions

(Permanent; Full-time; based in Toronto)

The Administrator, Digital Solutions is responsible for building emails and implementing content updates on the UNICEF Canada websites and online engagement platforms.

This position is a member of the Business Solutions team, a multi-disciplinary team whose responsibilities include the administration of the content management system and related platforms with a goal of driving supporter action and strengthening supporter engagement.

The responsibilities of the position will include:

#### *Building supporter engagements emails (40%)*

- Take email content and layout developed and approved by internal stakeholders (Fundraising, Marketing, etc.).
- Following UNICEF Canada design standards, build and implement emails in our Engaging Networks platform.
- Send test emails to specific stakeholders and approvers for review.
- Ensure emails are approved and ready for deployment.

#### *Digital content updates (40%)*

- Take web content and layout developed and approved by internal stakeholders (Fundraising, Marketing, etc.).
- Following UNICEF Canada design standards, implement content updates in UNICEF Canada's Drupal-based websites and Engaging Networks platform, including:
  - Web pages
  - Online donation and advocacy forms
  - Survival Gifts e-commerce platform (symbolic giving)
- Submit content to specific stakeholders and approvers for review.
- Ensure updates are approved and ready for deployment.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



EMPLOYER  
PARTNER



- Build surveys in the online platform (SurveyMonkey).

*Website maintenance and support (10%)*

- Troubleshoot website issues.
- Maintain URLs.
- Correct broken links.
- Make approved updates to technical and business process documentation.
- Perform other web maintenance tasks as required.

The ideal candidate will have:

- Post secondary degree or college diploma in a related field, or equivalent years' work experience.
- A minimum of 1-2 year's experience in web development using HTML, CSS, Javascript (including jQuery).
- Experience working with the following platforms:
  - CMS (Drupal, Wordpress)
  - Online giving/advocacy (Engaging Networks, Luminare Online)
  - Email marketing (Engaging Networks, MailChimp)
  - Online survey platforms (SurveyMonkey)
- Accuracy and attention to detail when making updates and following processes.
- Ability to share expertise within team discussions and problem solving.
- Understanding of data and tracking tools for performance measurement.
- Understanding of best practices for web communication, usability, accessibility and a passion for digital media.
- Ability to work to priorities and meet tight deadlines.

*Salary range: \$39,500 to \$45,500 per year.*

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **July 8, 2022**. Please attach your cover letter (including salary expectations) and resume as one document and reference "**Administrator, Digital Solutions**" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Safeguarding Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity and accessibility. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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