



Website Development Coordinator / Teaching Assistant

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About York Region Educational Services:

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in the vicinity of the York Region with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

About this opportunity:

As a Website Development Coordinator and Teaching Assistant, you will be coordinating resources to assemble and edit materials on our YRES website (e.g. videos) to create a user-friendly and attracting site while enhance branding. You will also be supporting our educational and community programs.

Key responsibilities are as follows:

- Enhancing YRES's overall image through the creation of digital solutions across the website and social media channels.
- Optimizing content for search engines (SEO) using keywords and concise and high-quality content, and improving page load speed.
- Keeping abreast of web development trends, technologies, and designs; researching and continuously implementing superior resources for website enhancement.
- Revising or designing YRES learning materials (e.g., lesson slides) using Canva.
- Delivering day camps (e.g., Mark Break Camp, Weekend Camp, and Summer Camp) and virtual and/or in-person educational programs to York Region communities, such as Markham, Richmond Hill, Thornhill, Vaughan, Aurora-Oak Ridges, and Stouffville.



- Working in various sectors of the company! The majority of the time will be spent on website development and teaching but candidates will on tasks related to other fields (e.g., grant writing) to support operation expansion.

A great candidate for this position will possess the following:

- Dedication and passion toward all-round language, STEAM, and sports education; helping the community; and technology.
- Working knowledge and prior experience working with website frameworks (e.g. Wix, WordPress) and e-commerce platforms (e.g. Shopify).
- General understanding of programming languages like HTML and CSS.
- Proficiency in using Google Workspace and Canva.
- Creative and innovative thinking and problem-solving skills.
- Strong written and verbal communication skills and attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on your assigned shift.
- Ability to commute to locations (e.g., schools and community centers) across York Region to deliver programs and camps. (Locations are accessible via public transit, but transit transfers may be necessary.)

A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check is required from successful candidates. These can be obtained after co-op employment is secured.

Assets:

- Previous courses and/or experience in graphic design and marketing.
- Experience in teaching and/or working with children and adolescents.
- Fluency in more than one language (encompassing reading, writing, speaking, and listening abilities).
- Access to a car and a valid G2/G Ontario driver's license.

In this job position, you will be working fully in-person. Salary ranges from \$17.5-22/hour, dependent on experience.