



Web and Design Officer JOB POSTING

Position Title:	Web and Design Officer
Position Term & Type:	Full time; Term position
Location:	Ottawa, Canada
Immediate Supervisor:	Deputy Director
Estimated Start Date:	March 1, 2018
Language profile:	Fluency in English and French

ABOUT US

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the inter-American system. Convening the national legislatures of the 35 member states of the Organization of American States (OAS), ParlAmericas facilitates exchanges of parliamentary best practices and promotes cooperative political dialogue on issues affecting North, Central and South America and the Caribbean.

JOB SUMMARY

Under the supervision of the Deputy Director the Web and Design Officer is primarily responsible for the visual design and technical support elements related to ParlAmericas publications, promotional materials and web presence (website, learning-portals, Twitter, Facebook and Podcasts).

PRIMARY RESPONSIBILITIES

- Visual design and layout for all ParlAmericas publications and communication material such as knowledge resources, activity reports, briefing materials, promotional leaflets, event banners, participant badges, etc.
- Copy Edit for concept and terminology consistency in publications and communication materials
- Coordinate and supervise the technical development process and contribute to the visual design of new online learning-portals (e.g. <http://parlgendertools.org/>)
- Contribute and support updates to ParlAmericas web-presence, including content upload, media integration (video / podcast), and visual design
- Contribute material for ParlAmericas social-media presence
- Prepare and upload event podcast files
- Review and edit translations as needed
- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming

WORKING CONDITIONS AND ENVIRONMENT

ParlAmericas is a small, dynamic, open-concept office environment, requiring good communication and close collaboration among all ParlAmericas staff. This position may require occasional international travel and some irregular work hours.



QUALIFICATIONS

- Minimum of college or undergraduate university degree in communications, marketing, journalism or other relevant field
- Minimum 3 years relevant professional experience
- Prior work with parliament, public affairs, government, or advocacy groups, etc. considered an asset
- Advanced proficiency working with ICTs including CMS, Design Software (In-Design, Publisher, Photoshop) and MS software applications (Word, Excel, PowerPoint)
- Working knowledge of HTML and CSS, an asset
- Experience interfacing with technical suppliers, maintaining production schedules and ensuring quality control of final products
- Excellent command of written and spoken English and French; working knowledge of Spanish and/or Portuguese, an asset
- Excellent oral and written communication skills, with superb attention to grammar, spelling and editorial details
- Exceptional organizational skills, ability to work independently and as part of a team
- Ability to work under short deadlines, resource limitations and balance multiple activities and demands
- Availability for travel abroad, when required
- Eligible to work in Canada

Please send your C.V. and cover letter in English and an example of previous design work, no later than **March 1, 2018 at 5:00 pm**, to info@parlamericas.org.

NOTE: Applications will be reviewed on rolling basis as they are received, candidates are strongly encouraged to submit their applications as soon as possible.

ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at www.parlamericas.org.