



**Job Opportunity:
Website Administrator**

Part-time/Contract Position, Toronto, ON

About The Shoebox Project:

The Shoebox Project for Women, supported by Dream, collects and distributes gift-filled Shoeboxes to local women impacted by homelessness. Each thoughtfully created and decorated Shoebox is filled with items valued at \$50 that can enhance self-esteem and reduce feelings of isolation for women in need.

In our founding year, 2011, we delivered 400 Shoeboxes to residents of four Toronto women's shelters. Through word of mouth and the support of some loyal sponsors, the initiative grew very quickly. Since then, The Shoebox Project has distributed approximately 180,000 Shoeboxes, valued at 9 million dollars, and has about 70 volunteer-run Local Chapters in operation.

Job Opportunity:

The Shoebox Project operates [four interconnected websites](#) powered by Weebly. We are seeking a Website Administrator to keep our content accurate, on brand and up-to-date; to resolve technical problems, and to create an appealing and accessible experience for our users.

This is a one-year contract, requiring approximately 20 hours/month during our busy season (October-January) and 10 hours/month for the remainder of the year. Hours are flexible and work may be done remotely. The wage for this position is \$17/hour.

Requirements:

- Expertise in developing websites and/or web applications: Proficiency in HTML, CSS and proficiency using a website builder such as Weebly
- Exceptional organizational and time-management skills, impeccable attention to detail
- Ability to take initiative and meet deadlines with minimal supervision
- Excellent communication skills; capable of working in a collaborative, team-oriented environment
- Proficiency in writing for a variety of audiences
- Experience and interest in graphic design preferred
- Fluency in French an asset



Benefits of Working with The Shoebox Project:

- Build your portfolio with an internationally-recognized brand
- Flexible scheduling and remote work
- Develop your technical knowledge, expand your professional network, gain valuable work experience, and hone your skills.
- Opportunity to join a very small, cohesive team that values hard work, fun, and above all, empathy & compassion for those in need.

How to Apply:

Please submit your resume to Lesley Hendry, Executive Director, at lesley@shoebboxproject.com, along with details regarding your availability. **The deadline to apply is September 13, 2019.**

The Shoebox Project is an equal opportunity employer committed to diversity and welcomes all interested parties to apply. Accommodation will be provided in all parts of our recruitment process as required under AODA. Please advise us in advance if you require accommodation

We sincerely thank all those who apply, however only those considered for an interview will be contacted.