



Web & Training Technology Developer

Summer Career Placement

*Applicant must be a student between 15-30 years of age who attended school full-time last year, and will be returning to school in the fall of 2010.

*Applicants must ensure that their qualifications are relevant to the position criteria.

POSITION: Web & Training Technology Developer

HOURLY WAGE: To Be Determined, Based on Experience

REPORTS TO: Director, Learning & Development and VP Client Services

LOCATION: Etobicoke

JOB SPECIFICATIONS

OBJECTIVE:

Reporting to two Managers, the successful candidate will provide support to the organization's programs and initiatives including:

- Assisting in building OTEC's profile in Ontario as the leader in training, employment and skills development and human resource solutions
- Provide support to the Director of Learning & Development by reviewing and updating existing training materials to an interactive, technology driven format.
- Assist in creating interactive, visually enhanced new training programs
- Update design and content of existing web pages to optimize use and attraction

SPECIFIC RESPONSIBILITIES:

- Update and revise current training program content ensuring an interactive, media based format
- Assist with the development of new training programs ensuring an interactive, media based format
- Design of new layouts and re-design/maintenance of existing web pages and Participant Guides
- Create and modify digital images and flash animations
- Video taping training sessions and importing of clips to website to market program
- Develop mini webinars on specific training topics
- Produce/develop/research video clips to add into programs or on web site
- Develop powerpoint presentations and proposals to ensure they are visually stimulating and interactive
- Provide support to OTEC President & CEO as required
- Provide back up for Client Services Centre & general office duties as required

SKILLS:

- Education in computer science or related discipline
- Expertise with Adobe Photoshop/Illustrator/Flash/Dreamweaver
- Experience in web application development, websites and portals
- Experience in adding video, music and animation to powerpoint programs
- High level of attention to detail
- Creativity
- An ability to research new technologies and evaluate them against business and/or technology requirements
- Excellent computer skills including MS Word and Word Styles, Outlook, Excel, and Powerpoint Master Slides
- Exceptional communication and interpersonal skills and team player
- Self-motivated and ability to work with little supervision under tight project timelines
- Solution-orientated
- Ability to multi-task and work with on several projects simultaneously

LOCATION OF OFFICE: 21 Four Seasons Place, Suite 300, Etobicoke, Ontario, M9B 6J8, www.otec.org