

## **WEBMASTER Full-Time Permanent Position**

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

### **POSITION PURPOSE**

The Webmaster serves as the primary contact for all aspects of the organization's website(s), handling a range of responsibilities that includes web design and development, routine site and content maintenance, and various updates to ensure sites align with the goals and objectives of the organization.

### **KEY RESPONSIBILITIES**

- Contributes to strategic oversight of the SOGC websites
- Manages and improves website architecture
- Responsible for the planning and maintenance of the SOGC websites, the Portal for Members, and seven public education websites
- Evaluates emerging technologies; provides thought leadership and perspective for adoption where appropriate
- Creates and optimizes content for the website using different sources, database, animation and other software
- Plans, designs, writes, modifies, integrates and test website related code
- Conducts tests and performs security and quality controls
- Collaborates with our graphic designer for visual material according to the SOGC branding
- Researches and evaluates a variety of interactive media software products

- Monitors site traffic, analytics and recommends changes in the site's technical architecture to ensure that the website remains responsive and stable.
- Liaison with CRM vendor for solving any platform issues

### **QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- Bachelor's degree in web design, development or computer science or combination of relevant training with minimum 5 years of experience
- Proficiency in web development and management
- Experience with iMIS Rise
- Knowledge of html and WordPress
- Experience with social media content analytics
- Abilities with Microsoft Office Suite, MailChimp, SurveyMonkey, EventMobi
- Detail-oriented with ability to handle a wide variety of tasks and a multitude of competing demands under tight deadlines

### ***Assets***

- Bilingualism (English/French)
- Knowledge of social media, podcasts, video content and online marketing
- Experience working in communications, marketing, public relations or a related field

Please clearly demonstrate how you meet the requirements of the position in your application/cover letter.

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Should you be interested in this position, please submit your cover letter and resumé to [careers@sogc.com](mailto:careers@sogc.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.