


# Internship Opportunity with The McGill Office of Sustainability Winter 2017

## POSITION

Website Communications Intern

## CONTEXT

The mission of the [MOOS](#) (  moose) is to create a culture of sustainability at McGill. MOOS aims to identify, connect, and enhance efforts to incorporate principles of sustainability (ecological, social, and economic) into research, education, connectivity, operations, and governance & administration at McGill. We provide the institutional memory and knowledge, the network of partnerships, the framework for sustainability at McGill ([Vision 2020](#)), and the seed funding ([Sustainability Projects Fund](#)) to facilitate the sustainability efforts of students, faculty, and staff.

## WHAT YOU CAN EXPECT

- An experiential learning experience
- A passionate and caring team work environment
- Setting personal and professional goals to work toward and reflect upon
- Being able to be first and foremost a student
- Co-designing your work plan to include your own interests

## DUTIES

- Draft both original content and content developed by colleagues for the McGill sustainability website (including page modifications, upcoming events, news stories, information for Sustainability Projects Fund projects, etc.)
- Ensure that the sustainability website and all hyperlinked content is accurate and up-to-date
- Design and implement improvements to the architecture and features of the sustainability website in consultation with MOOS staff to ensure that the website is clear and accessible for users
- Work with McGill IT staff to fix any problems that arise with the sustainability website
- Provide technical support for MOOS on any web-related side projects
- Edit size and shape of photos and occasionally produce simple graphics to fit with website design and/or social media
- Keep apprised of McGill Website Management System (WMS) updates, policies, and newly released features which can be applied to the site
- Ensure continuity of information MOOS hosts in the public domain is applied across all platforms managed

## QUALIFICATIONS

- Website management experience and knowledge of best practices
- Knowledge of basic HTML formatting (ability to inspect Drupal node source and problem solve)<sup>1</sup>
- Familiarity with Drupal

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<sup>1</sup> Pages are created without writing Code, but should errors in formatting occur, you must be comfortable with looking through the very basic HTML tags created by Drupal to find any erroneous elements.

- Photo editing skills (including, but not limited to resizing and enhancing basic settings such as contrast/brightness - preferably with Adobe Photoshop)
- Strong communication skills and attention to detail
- Ability to take initiative and work independently
- Ability to keep track of, prioritize, and complete multiple tasks
- Interest in sustainability issues

**CONSIDERED A PLUS:**

- Familiarity with McGill Web Management System (built off of Drupal 7.0)
- Graphic design experience
- Preference will be given to current McGill students; students from all faculties are welcome to apply
- Experience with IT department typical “ticket-style” service
- Report/summary writing
- French

**HOURS:** 10 hours a week, from March 2017 through August 2017, with the potential to extend.

**REMUNERATION:** \$15.00 per hour + 4% vacation pay and compensation for legal holidays.

**SUPERVISOR:** Toby Davine, Communications Officer

**DEADLINE TO APPLY:** February 22, 2017 by 5:00 PM.

**HOW TO APPLY:** Please email your C.V. and cover letter to [toby.davine@mcgill.ca](mailto:toby.davine@mcgill.ca) in Word or PDF format entitled *firstname\_lastname\_CV* and *firstname\_lastname\_cover letter* with subject line: Website Communications Intern.

**FOR MORE INFORMATION:** The current Web Comms Intern, Ian Tattersfield [website.sustainability@mcgill.ca](mailto:website.sustainability@mcgill.ca); Toby Davine [toby.davine@mcgill.ca](mailto:toby.davine@mcgill.ca). See also: our [website](#), [facebook](#), and [twitter](#).

*The McGill Office of Sustainability (MOOS) values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTQI (lesbian, gay, bisexual, transgendered, two-spirited, queer, intersex), members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.*