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Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

SUMMER STUDENT POSITION (2021)

Web Production Assistant, Communications

The Canada Foundation for Innovation (CFI) is recruiting for a summer student to work as a Web Production Assistant for the organization's External Relations and Communications team. The CFI is currently undertaking a refresh of its website, Innovation.ca. We are looking for a summer student to help ensure the new site meets high quality and accessibility standards. In addition, the Web Production Assistant will assist in organizing digital assets (images, videos, audio files) for use on Innovation.ca, as well as for our other website, the Research Facilities Navigator (navigator.innovation.ca), and for other communications products. The candidate will also contribute to various other communications projects, as needed.

Key duties

- Assist in organizing and maintaining digital assets (images, video footage, audio files, etc.).
- Ensure all required information is contained in our photo library, including appropriate file naming, ALT text (in both English and French) and relevant file information (e.g. caption and credit information).
- Review web content to ensure pages are complete and accurate; troubleshoot, as necessary.
- Undertake quality assurance testing of web pages and log issues.
- Search existing digital archives for images relevant to particular social campaigns or communications products.
- Various other archiving and administrative duties.
- Contribute to various ERC communications products, as required

Skills and knowledge

The incumbent must be a university or college student enrolled in a web, design or other communications-related program and have:

- Strong technical proficiency in Adobe Creative Suite, including Premiere Pro, After Effects, Photoshop and Illustrator.
- Attention to detail and high standard for quality control.
- Exceptional organizational skills; experience cataloguing or archiving digital assets preferred.
- Strong knowledge of web accessibility requirements, such as WCAG.
- Ability to create spreadsheets in Excel.
- Strong written and verbal communications skills in English and French.
- Sound judgment and the ability to multi-task and prioritize activity.
- Resourcefulness and ability to learn quickly.
- A flexible outlook and approach.
- High-level of professionalism and tact.

Web Production Assistant, ERC

We will consider the following skills as assets:

- Knowledge of Drupal open source CMS platform.
- Knowledge of multimedia production.
- Knowledge/familiarity with the Canadian research environment.

Due to the pandemic, this position will likely involve full-time remote work for the duration of the assignment.

Salary

Salary will be commensurate with qualifications and experience.

If you are interested in applying, please forward your C.V. and a covering letter by **March 3, 2021 at 5:00 p.m.** to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles, and respects Ontario's Accessibility Standard for Customer Service policy. The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

Visit our [website](#) for more information about the CFI.