

Webmaster/IT Coordinator

Law Society of Saskatchewan

The Law Society of Saskatchewan regulates lawyers in Saskatchewan by upholding high standards of competence and integrity to ensure the trust and confidence that the public places in lawyers is protected. As our website serves as our main communications and resource platform for the public and our members, we are seeking a qualified professional with solid IT and organizational experience to work within our exceptional team environment. This individual will support and will help guide our organization into the future.

This position is permanent and is located in Regina.

Responsibilities include:

- Manage website governance framework policy;
- Manage domain name registration, trust certificates, DNS records, SPF records, and requirements;
- Manage CMS – (experience in Umbraco preferred);
- Examine and analyze site traffic;
- Maintain local area networks and provide troubleshooting to address user requirements;
- Oversee hardware inventory, purchase and replacement cycles and software licenses;
- Lead review or implementation of cloud-based services;
- Provide database design and management – (experience in DB/textworks and WebPublisherPro would be an advantage);
- Manage various social media platforms and blogs;
- Develop infographics and implement creative concepts;
- Develop and update website content, review SEO and proofreading;

Other desirable knowledge includes:

- SAML 2.0;
- ALMA/Primo cataloguing system;
- Design experience; and
- Legal research databases.

Requirements

- Minimum of five years experience as webmaster or web developer
- Excellent communication and teamwork skills

The anticipated start date for this position is July 30, 2018.

Please submit your application (cover letter and resume in pdf format) to employment@lawsociety.sk.ca by July 16, 2018.

The Law Society is an equal opportunity employer. We thank all applicants for their interest; however, only those considered for an interview will be contacted.