



## VACANCY

**One (1) Webmaster - (ITS) Information Technology Services  
Permanent Full Time  
Telecommuting/Remote Work is an available option  
Salary: \$40.10 (Min) – \$50.12 (Max)**

The North Bay Regional Health Centre is presently seeking a highly motivated individual to join our Information Technology Services (ITS) team. Reporting to the Manager of Information Technology, the Webmaster will be responsible for the overall management, maintenance, and optimization of our company's WordPress-based websites. You will collaborate with cross-functional teams to ensure our websites are visually appealing, user-friendly, and aligned with our brand objectives. This role involves both technical expertise and creative flair, making it an excellent opportunity for someone who enjoys the intersection of technology and design.

### **RESPONSIBILITIES**

- Collaborate with content creators to create visually appealing web elements that allow them to self-publish and manage their content.
- Perform regular updates, patches, and backups to ensure the security and stability of WordPress websites.
- Monitor website performance and troubleshoot issues promptly.
- Create, edit, and update website content, ensuring it aligns with brand guidelines and Search Engine Optimization (SEO) best practices.
- Implement design changes and improvements to enhance user experience.
- Evaluate, implement, troubleshoot and resolve WordPress plugins to enhance website functionality.
- Design the appearance, layout and data flows of NBRHC's websites;
- Manage and secure access and data in relation to web services and warehousing
- Analyze, update, design and evolve NBRHC's collaboration environments (Sharepoint/Central Point)
- Establish and design unified social media systems
- Assist in the evaluation and procurement of web site related systems and services
- Design and implement new or replacement web sites based on corporate requirements
- Collect web site analytics and recommend improvements or changes based on data

### **QUALIFICATIONS**

The ideal candidate will be analytical, organized and a highly flexible individual who can perform with minimal supervision, have excellent verbal and written communication, interpersonal skills, and excellent time management skills. The candidate must have the ability to be versatile and adjust quickly in a fast-paced environment to multiple work patterns.

- Proven experience as a WordPress Webmaster or similar role.
- Strong proficiency in WordPress, including theme customization, plugin management, and troubleshooting.
- Solid understanding of HTML, CSS, and JavaScript.
- Experience with SEO best practices and tools.
- Excellent attention to detail and ability to multitask in a fast-paced environment.
- Strong communication and collaboration skills.
- Bilingualism (English/French) is an asset;

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

**Interested candidates are asked to submit their cover letter and resume to:  
[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file **NU C-24-002****

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

### **THE ORGANIZATION**

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)

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***NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.***

***The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.***

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.*

**We are an equal opportunity employer. We thank all applicants for their interest.**