



WILDLIFE PRESERVATION CANADA

42 Carden St, Guelph ON, N1H 3A2
admin@wildlifepreservation.ca
wildlifepreservation.ca
1-800-956-6608

Position:	Web Content Coordinator
Location:	Remote
Type of Position:	Full-time (37.5 hrs/wk.), 16 weeks
Rate of Pay:	\$19.00/hr, plus 4% vacation pay
Anticipated Start:	May 11, 2026
Hours of Work:	Flexible; must be available for meetings during regular working hours (M-F 9-5)

GENERAL DESCRIPTION

By focusing on a unique, specialized mission - hands-on intervention for animal species at imminent risk of extinction - Wildlife Preservation Canada (WPC) delivers measurable, high-impact conservation programs for endangered species across the country. WPC's conservation programs not only bring back the species we focus on but acts as a catalyst for habitat restoration and protection thereby providing critical habitats for all the other species that rely on those environments for survival.

Communicating our conservation work to a variety of audiences is essential to raising the awareness and funds that are required to reverse the decline of endangered species. To this end, we are seeking an experienced and highly motivated Web Content Coordinator to join our team. This role will play a key role in translating our English website to French, maintaining and updating webpages and content, and supporting the organization's online presence. The ideal candidate will have a strong background or interest in web design/development, user experience and computer science. If you are passionate about making an impact and have a knack for website editing, we'd love to hear from you.

KEY RESPONSIBILITIES

- 1) Translating our English site to French
 - Execute the translation of our English site into French, ensuring accessibility for all Canadians.
 - Ensure smooth and accurate transition between languages, and set up a system to ensure any future updates are cohesive.
 - Analyze French website performance and provide actionable insights to improve future efforts.
- 2) Cleaning up and optimizing our website
 - Execute website updates and improvements, ensuring content is up-to-date and ensuring the site is free of errors.
 - Help organize and maintain the website media library.
 - Contribute to overall online strategy as it pertains to the website and strengthen visitor experience.
 - Monitor trends in web development for nonprofit sectors to propose website optimization strategies.
 - Help with other website tasks as needed.

REQUIRED SKILLS & QUALIFICATIONS

- Post-secondary education in Web Design, Computer Science, Interactive Media, or a related field.
- Practical experience using WordPress.
- Experience with website maintenance, design, and/or optimization.
- Strong understanding of web design best practices, accessibility standards and SEO principles.
- Familiarity with HTML and CSS.
- Experience optimizing images, metadata, and page structure for performance and searchability.
- Excellent written and verbal communication skills in both English and French.
- Proven ability to translate and adapt content from English to French while maintaining accuracy and tone, or B/C level proficiency.
- Basic understanding of analytic tools (GA4) to monitor performance and suggest improvements.
- Highly organized with strong attention to detail and ability to manage multiple projects simultaneously.
- Comfortable working independently and remotely.
- Familiarity with nonprofit operations and a commitment to WPC's mission.
- A strong interest in Canadian wildlife, conservation, or nature is considered an asset.

TO APPLY

Please send a cover letter and resume to: Alex Bowman, Communications Manager, alex.bowman[at]wildlifepreservation.ca **Please submit your application as a single PDF or MS word file and include the email subject heading “Web Content Coordinator Application”.** Applications will be assessed as they are submitted, and the positions will be filled as soon as suitable candidates are found. Applications will not be accepted after 11:59 PM on April 23, 2026.

Saving endangered species requires contributions of people of diverse backgrounds, heritage, knowledge, experiences, and identities, though many of these voices have been excluded from conservation. WPC is committed to promoting equity, diversity, and inclusion in our organization, and we welcome applications from all qualified individuals. We encourage those from historically marginalized groups—including racialized, Indigenous, and 2SLGBTQIA+ people, those with differing abilities, and other equity-deserving groups—to self-identify in their cover letter, if they feel comfortable, so we may consider their application accordingly.

This position is funded by government youth employment initiatives which require candidates to be:

- between 15 and 30 years of age at the beginning of the employment period
- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Please indicate in your application if you meet these criteria.

We thank all who apply, but only those selected for an interview will be contacted.