

## **VACANCY ANNOUNCEMENT**

### **WEB EDITOR**

December 23, 2025

The position of Web Editor, Communications & Public Relations, is available in the National Office of the National Treasury Employees Union (NTEU). The position is in the bargaining unit and has a career ladder on the NTEU pay scale of Grade 8, 9, 10, 11, 12.

The Web Editor in the Communications & Public Relations Department is responsible for the day-to-day maintenance and updating of the main NTEU website. The position requires collaboration with all NTEU departments to develop content ideas and quickly draft and post news on the site. The Web Editor also works in collaboration with other members of the Communications & Public Relations Department to ensure all communications are timely and appropriately posted on the site. The Web Editor collaborates with the NTEU Operations Department on website matters and serves as the main point of contact with a third-party vendor that provides support with website upgrades and maintenance.

The position requires the following: a demonstrated knowledge of editing and writing for online media; project management skills; strong organizational skills. Demonstrated knowledge and experience with Sitecore and Adobe Dreamweaver is preferred.

Send resume and appropriate work samples by January 7, 2026, to:

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