

FRIENDS GENERAL CONFERENCE JOB DESCRIPTION

(description prepared 04/2008)

Job title: WEB MANAGER

General Statement:

The Web Manager's role is to coordinate the planning, maintenance, and accessibility of FGC's web sites to ensure a consistency in design and functionality. This individual is also responsible for proposing and implementing new innovations and features for FGC's web sites. In addition, the Web Manger will train other staff to post content and make effective use of social media tools.

The Web Manager carries out the policy decisions of FGC's Web Working Group regarding the web site. S/he works with the Associate Secretary of Programs and the Bookstore to establish priorities and implement design changes to the website, and to post content to the website when appropriate. Other administrative and program staff will also work with the Web Manager on materials pertaining to their programs. The Web Manager may work primarily at home, but needs to be available for regular (twice monthly) meetings in the office in Philadelphia.

Desired Qualifications:

1. Excellent communications skills: an ability to translate IT language for other staff.
2. Involvement with the Religious Society of Friends
3. Owns and is willing to use computer equipment, web development software, and an internet connection from outside the FGC office.
4. Significant experience in web design focused on usability, clear navigation and best practices.
5. College or university degree in the field of computer science and/or graphic design or equivalent work experience.
6. Experience working in a team-oriented, collaborative environment.
7. Highly motivated and self-directed.

Skills:

1. Strong HTML and CSS skills.
2. Familiarity with Drupal 5.1 x required.
3. Basic PHP skills required.
4. Experience working with open source software required.
5. Comprehensive experience with all aspects of Web site content management.
6. Good understanding of FGC's goals and objectives.
7. Sensitivity to browser compatibility issues.
8. Ability to manage multiple projects simultaneously and demonstrated strong project management skills.
9. Excellent knowledge of applicable data privacy practices and laws.
10. Experience with RSS implementation.
11. Familiarity with Constant Contact.
12. Familiarity with Moveable Type desirable.

Duties and Responsibilities:

1. Create and maintain a consistent web site architectural structure.
2. Ensure a consistent look and feel across the FGC web sites by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors.
3. Find, diagnose, and fix web site problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies.
4. Identify, implement, and manage web site presence and promotion opportunities, such as search engine optimization.
5. Recommend and implement enhancements and modifications to the FGC web sites and presence on social networks.
6. Manage the acquisition and ongoing maintenance of the organization's domain names with the appropriate registrars.
7. Develop, implement, and enforce web site appropriate use and privacy policies.
8. Maintain backups of the web sites.
9. Monitor, analyze, and report on web site traffic.
10. Receive and respond to all e-mail messages for the webmaster in a timely and courteous fashion.
11. Train staff in posting content and the use of new web tools.
12. Assist with the posting of content as requested by program coordinators.
13. Maintain a user manual for the websites – for posting content, etc.
14. Conduct research into emerging best practices in the use of technology for nonprofits and share with staff as appropriate.
15. Other duties as assigned by supervisor.

Supervisor: Associate Secretary for Programs and the Bookstore

Hours: 60% time (21 hours per week)

Supervises: None

Salary: Hourly wage as negotiated with FGC – from \$25 - \$35/hour depending on qualifications.