

Position Announcement

Web Manager

POSITION DETAILS:

Salary Range: \$35 per hour

Hours: 12 hours per week, contractor

Expected Start Date: 05/01/2024

Location: Remote

Reports to: Communications Manager

Created in 2015 by Women of Color, ELSO, Inc. provides culturally relevant education and leadership development opportunities that invite Youth of Color to Experience Life Science Outdoors (ELSO). Our mission is to teach and frame science and nature-based education through a lens that centers and elevates the stories, ways of knowing, individual needs, and lived experiences of Black and Brown communities. ELSO seeks to reduce the achievement gap in STEAMED (Science, Technology, Engineering, Arts, Math, Environment, Design) education and professions while creating a sense of belonging for Black, Indigenous, and People of Color (BIPOC) in the natural and built environments. ELSO uses a multi-cultural approach to STEAMED education rooted in environmental justice and cultural history. We are demonstrating a model for STEAMED education led by People of Color.

POSITION OVERVIEW

ELSO Inc. seeks a self-motivated and detail-oriented Web Manager. The ideal candidate will have a passion for web development and a strong understanding of front-end technologies. As a Web Developer at ELSO Inc., you will be responsible for designing, coding, and modifying websites, from layout to function, according to our specifications. You will strive to create visually appealing sites with user-friendly design and clear navigation. The successful candidate will work closely with our Communications team to ensure seamless integration of front-end design elements. If you are a creative problem solver with a passion for web development, we encourage you to apply.

ESSENTIAL DUTIES

Resident Web Manager

10 hours per week

- Web design and development support, including script and code development.
- Proficiency in programming languages to enhance website functionality.
- Understanding and implementation of SEO practices.
- Responsible for publishing and maintaining website content for programs.
- Ability to troubleshoot and optimize web pages for security, responsiveness, and SEO.
- Understanding and use of network diagnostics and analytical tools.
- Build registration pages for programs and events using the NEON CRM Database.
- Develop and maintain intranet portals for internal communication and information sharing.
- Implement and manage tools for tracking user behavior to inform decision-making and improve user engagement.
- Collaborate with the communications team to develop and implement an online engagement strategy, including social media integration and content promotion.
- Create clear and concise messages for the website, ensuring alignment with organizational goals and brand voice.

- Locate media content in the library and regularly update the website with new and relevant content to keep users engaged and informed.

Teamwork

- Collaboration: Work closely with the design and content teams to understand project requirements and provide technical insights.
- Communication: Regularly communicate with team members to discuss project timelines, deliverables, and updates.
- Problem-solving: Collaborate with team members to troubleshoot and resolve technical issues during development.
- Feedback: Provide constructive feedback to team members on design concepts, usability, and functionality.
- Adaptability: Be flexible and able to adapt to changing project requirements and timelines based on team input.
- Support: Provide support to other team members as needed, including assisting with coding, testing, and implementation of new features.
- Knowledge Sharing: Share knowledge and best practices with team members to enhance team performance and expertise.

REQUIRED QUALIFICATIONS

- 21+ High School Graduates, or GED with administrative experience
- Must be detail oriented with strong organizational skills
- Must have experience in Google applications, Squarespace, Squarespace Shop, Stripe, Youtube, Instagram, Facebook, Linked In
- Must provide references
- At least 3 years of experience in web management and development

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Time management and ability to meet deadlines
- Verbal and written communication skills
- Non-profit website experience
- Problem-solving and decision making skills
- Proactivity and self-direction
- Responsive and communicative
- Strong organizational skills and ability to multitask

TO APPLY

Send a Resume and Communication of Interest (cover letter, email, and videos are accepted) to jobs@campelso.org.
Applications are open until filled.