

Employer: Church Universal and Triumphant  
Team: Web

**JOB TITLE: WEB DESIGNER**

**Reports to: Manager, Internet Services**

**Job Status:** Full-time, salaried and exempt

**Pay:** Dependent on experience

**Benefits:** Eligibility for the employee Health Plan, life insurance, Paid Time Off benefit for vacation and sick leave, holidays, and 401(k). Additional information about these benefits is available from Human Resources.

**Legal Holidays Observed:** Presidents' Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and two personal holidays.

**Summary:** Works with the multi-disciplinary Web Team to assist the organization in creating, maintaining or enhancing the appeal of the organization's HTML, WordPress, and Moodle course websites. Maintains and helps with online Webinars.

**Essential Duties and Responsibilities:**

- Assists in the maintenance and updating of current web sites and develops standards-compliant (X)HTML and PHP websites or web pages with cross-platform and cross-browser compatibility.
- Develops in a clean, well structured, easily maintainable format and delivers work output on time and in high quality.
- Analyzes and interprets functional requirements and specifications for new websites through close interaction with other departments and web team.
- Creates and maintains appropriate documentation during development and document processes or procedures for use by others.
- Able to work independently as a self-starter on long-term projects with effective project management feedback as well as quick turnaround of short-term projects (enhancements and fixes)
- Follows IS, design, web content, legal, copyright and permissions standards, processes and procedures.
- Communicates information effectively in both technical and business environments.
- Maintains a positive, proactive and professional demeanor towards customers, colleagues, and management.

**REQUIRED EDUCATION AND SKILLS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3-5 Years experienced Web Developer

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- Background in fine arts, graphic design, or publishing combined with college courses in computer science and hands-on computer experience.
- Must have an understanding of software functionality as well as graphic design skills to create successful Web pages.
- Successful completion of professional Web Designs (previous work examples a must)
- Experienced user of Adobe Photoshop, Dreamweaver and Acrobat; Microsoft Word, Excel, PowerPoint and Outlook; WordPress; Moodle course management system; FTP software
- Experienced in HTML, XHTML and CSS web languages and methods for standard and mobile websites.
- Familiarity with JavaScript, jQuery, PHP, XML, MySQL
- Familiarity with and ability to implement social media and viral marketing concepts
- Familiarity with search engine optimization techniques
- Willingness to learn and work with new technologies
- Experienced in Mac and PC environments
- Ability to work within and define standard business processes and procedures as well as to follow management directions with minimal supervision
- Excellent written and verbal communication skills including copyediting and proofreading
- Ability to be organized with a detail and accuracy orientation
- Ability to work on, and handle multiple projects in a fast paced environment
- Demonstrated team player: harmonious, supportive and collaborative
- Demonstrates creative, technical and analytical skills
- Experience in User Experience (UX) design a plus
- Bilingual Spanish ability a plus