



Job Title	Website Coordinator		
Reports To	Communications Associate Director	Rev	Date Approved: October 2024

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The Website Coordinator will ensure the smooth operation, security, and optimization of our church’s website. The primary focus of this role is to maintain website functionality, performance, and security, while also handling design updates and ensuring content accuracy. The ideal candidate will have experience in web maintenance, troubleshooting, and performance monitoring, along with an understanding of web design principles.

JOB RESPONSIBILITIES

Website Maintenance:

- Regularly update website content, plugins, themes, and system software to ensure they are current, secure, and functional.
- Monitor website performance, uptime, and load speed, taking proactive measures to optimize speed and responsiveness.
- Troubleshoot and resolve technical issues such as broken links, coding errors, server issues, or bugs.
- Perform routine backups and ensure that proper disaster recovery measures are in place.
- Test and ensure compatibility across different browsers and devices.

Performance Optimization:

- Continuously monitor website analytics and use insights to improve site performance.
- Optimize website for fast loading speeds and smooth user experience across all devices.
- Implement SEO best practices and ensure the website meets current industry standards.

Collaboration & Support:

- Work with various ministries, communications teams, and external partners to ensure website content is accurate, updated, and properly formatted.
- Assist with design updates, ensuring a cohesive and visually appealing layout that aligns with the brand identity.

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	<ul style="list-style-type: none"> Provide ongoing technical support and troubleshooting for internal teams regarding website issues or enhancements. 		
	<p>Security & Compliance:</p> <ul style="list-style-type: none"> Implement and maintain website security measures, including managing SSL certificates, firewalls, and monitoring for malware or potential breaches. Conduct regular security scans and vulnerability assessments. Ensure compliance with web accessibility standards, GDPR, and other legal requirements. Respond promptly to security threats or hacking attempts, taking necessary corrective actions. 		
	<p>Design & User Experience (Secondary Focus):</p> <ul style="list-style-type: none"> Implement design changes, such as updating images, layouts, and site structure to improve usability. Ensure all website designs are mobile-responsive and optimized for various devices. Assist in creating wireframes, mockups, or prototypes for small design projects as needed. 		
EDUCATION			
	<ul style="list-style-type: none"> High school graduate Bachelor's degree preferred 		
EXPERIENCE			
	<ul style="list-style-type: none"> Proven experience in website maintenance, technical troubleshooting, and performance optimization. Proficiency in web technologies such as HTML, CSS, JavaScript, and familiarity with CMS platforms (e.g., WordPress). Strong understanding of website hosting, domain management, and server environments. Experience with web security protocols, including SSL, firewalls, and anti-malware tools. Familiarity with SEO principles and best practices for performance optimization. Knowledge of web analytics tools (e.g., Google Analytics) and performance monitoring software. 		
SKILLS			
	<ul style="list-style-type: none"> A vital and growing personal faith in Jesus Christ Align with the vision, mission, and values of Church at Viera Highly adaptable and able to work under pressure. Strong eye for typography and layout Ability to build designs from conception to final product Collaborates and works well in a team environment with strong interpersonal skills Knowledge of Microsoft office products & generic database applications Working knowledge of general office equipment Ability to plan, prioritize and manage multiple tasks Ability to work independently to accomplish tasks without direction Ability to deal with problems efficiently and effectively while maintaining good working relationships. Excellent communication skills (phone, written, and personal) 		

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<ul style="list-style-type: none">• Full-time schedule with ability to be flexible with varying ministry needs.			