



HOMIES ORGANIZING THE MISSION TO EMPOWER YOUTH
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WEB MASTER JOB DESCRIPTION

HOMEY is looking for a part-time webmaster to manage and maintain the organization's website. This could be arranged both as a volunteer gig or as an unpaid internship in coordination with the applicant's school. We require a minimum of 16 hours a month, with flexible schedule.

RESPONSIBILITIES

- Provide technical expertise and set up infrastructure as needed in a variety of web-based systems: Weebly, Mailchimp, e-blasts, online store and other mobile and web platforms
- Monitor and implement updates and upgrades for all web-based platforms
- Handle web related purchasing and e-commerce, and manage web domains
- Provide technical support as needed for database and accounting software
- Document code following best practices; also document policies and procedures
- Propose and implement web/IT planning and strategy
- Depending on experience, may also have responsibility for maintaining overall data integrity and security, including servers, backups, network, and telecommunication system
- Adherence to branding standards and guidelines
- Maintain a polished and organized web archive
- Collaborate with graphic designer at the creation of a cohesive HOMEY identity

NECESSARY QUALIFICATIONS

- Web coding experience, including advanced HTML and intermediate CSS and PHP
- Able to make suggestions in the interest of the organization
- Budget conscious
- Meticulous approach and polished delivery
- On time and prepared
- Passion for HOMEY's mission and understanding of our vision

