

Job Announcement

Executive Editor, George School Website

George School, a Quaker boarding/day school of 540 students in grades 9-12, seeks an Executive Editor for the George School website to start in August 2007.

Job Summary:

The Executive Editor of George School's Website is responsible for the long term strategic development and day-to-day operation of George School's websites, both external and internal. He or she is responsible for developing appropriate content assuring that all Web pages comply with appropriate policies, guidelines, and standards. He or she serves on the website implementation committee as the school reinvents our websites in the next twelve months with our website design partner.

Primary responsibilities

1. Oversee George School websites.
2. Consult with others to determine users' needs, strategies, and goals and work with them to develop Web pages that meet those needs.
3. Keep the website informative and comprised of timely and interesting information which could be of interest to prospective students and their parents, alumni, current students and their parents, current faculty and staff, and other groups important to George School.
4. Plan, design, develop, streamline, test, write, edit, implement, and maintain documents/pages for the website.
5. Apply knowledge of information architecture and user interface principles.
6. Edit the site's content, gathering and researching necessary information. Assist in converting provided source documents into HTML, PDF, or other formats as appropriate.
7. Manage the website content database (using a Microsoft Access interface), coordinating and planning new database development with IT staff as necessary.
8. Create appropriate images for online distribution by manipulating source photographs or images.
9. Track and analyze web utilization using Google Analytics.
10. Work with students, faculty, and staff to create pages for the website, including online tours and galleries.
11. Work with IT staff on issues of systems/hardware/software that affect the website.
12. Contribute to the production of a hard-copy alumni magazine for a limited time.

JOB SPECIFICATIONS:

- Superior writing, editing, and proofreading skills for website content
- Exceptional communication and organizational skills.
- Ability to plan for and meet deadlines.
- Excellent attention to detail.
- Ability to work both independently and collaboratively.
- Minimum of Bachelor's degree.
- Experience in working with programs for website design and development and digital photo editing, such as Adobe Photoshop, and Adobe Dreamweaver
- Experience with HTML, CSS, JavaScript, and Web accessibility standards.
- Ability to work with related technologies such as portals and content management systems.

For a job description on this position, contact Lisa Collier at 215-579-6525. Forward your resume including salary requirements and three references by June 27, 2007, to Lisa Collier, George School, Box 4449, Newtown PA 18940; or fax 215-579-6529; or email Lisa_Collier@georgeschool.org. EOE