**Position Title:** Website Manager
**Hours/week:** 40+ (Full-time)
**Reports To:** Senior Creative Director

**PRIMARY RESPONSIBILITIES:**
1. Serve as a key part of the CommArts creative team, championing digital platforms to tell stories, promote events and celebrate the way God is moving through the Woodmen community
2. Develop and maintain Woodmen's website, maximizing the potential of web and other digital tools as key drivers in the church's overall branding and communications strategy
3. Serve as a key liaison between the CommArts team and the IT team, turning creative vision into on-screen reality
4. Curate, write, design and create website content that inspires and informs
5. Integrate Woodmen's Content Management System (Currently Rock RMS) to drive content to the website
6. Prioritize user experience to facilitate compelling and delightful site visits for site users
7. Serve as the primary digital communications liaison for Woodmen's ministry teams, setting guidelines, providing coaching and support and empowering them to achieve great results using digital tools
8. Manage social media accounts. Create content, schedule posts and maximize advertising opportunities
9. Enhance the church's SEO, evaluating data and implementing strategies for enhanced reach and impact
10. Stay abreast of current trends and advances in communication and technology as they apply to Woodmen
11. Attend regular team meetings and brainstorming sessions
12. Other duties as assigned

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**
1. An ongoing relationship with Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A member of Woodmen who supports the church vision and values, abides by the church's doctrine, practice and governance, and contributes time and tithes
3. Two or more years of experience in web maintenance and/or development and/or UI/UX design
4. Experience with web coding languages including HTML/CSS/JS. Willing to learn new coding languages. Experience in PHP/Liquid preferred
5. Experience with SEO/SEM preferred
6. College degree in a related field
7. Able to excel in a team setting, using systems and workflows that maximize team productivity
8. Outstanding verbal and written communication skills, including ability to write and edit web content
9. Excellent organization and attention to detail, including the ability to proofread web content
10. Ability to take initiative and multi-task in a fast-paced environment, moving from creative to technical roles