Position Title:	Web and Mobile Manager
Hours/week:	40+ (full-time)
Reports To:	Technology Senior Director
Classification:	salaried/exempt
Pay range:	$50,000—$60,000 annually, depending on experience
Benefits:	individual medical, vision, dental and life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick leave

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:
1. Maintains, updates and continually improves Woodmen's website (both internal and external) and mobile app, maximizing the potential of digital tools as key drivers in the church's overall branding and digital strategy
2. Learns, understands the structure of, and integrates Woodmen's ChMS (Rock RMS) to drive content, events, registrations, etc. for the website and mobile app in a scalable and efficient manner
3. Collaborates with the CommArts team to turn creative vision and design into on-screen reality via Figma/Adobe XD designs
4. Implements improvements to web/mobile app utilizing basic design guidelines/modules while adhering to CommArts driven communication strategy
5. Prioritizes UI/UX in building web and mobile tools
6. Drives the church's SEO, evaluating data and implementing Woodmen's strategy for best reach and impact
7. Codes and tests communication email templates
8. Monitors app and website performance, functionality and design and makes improvements as necessary
9. Provides day-to-day assistance and support to staff and ministries for web/mobile updates and changes
10. Trains staff/ministries in the use of digital tools, including recording videos/training courses to maximize onboarding and training
11. Stays abreast of current trends and advances in web/mobile/technology to make recommendations and suggestions for improvement as they apply to Woodmen
12. Attends regular team meetings; participates in Technology weekend on-call rotation; assists staff/ministries with basic Rock RMS and IT questions/needs as per the Rock/IT Core Competencies
13. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS
1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Demonstrated experience with HTML/CSS required
4. Experience with XML,jQuery, javascript and templating languages (php, liquid, etc.) preferred; experience with SQL would be a benefit
5. Ability to learn new programming languages quickly and with ease required
6. Working knowledge of Adobe design tools and/or Figma in translating designs into workable code
7. Ability to work with a diverse group of professionals and non-professionals in a Christian environment, understand their needs and enable them to use the tools provided by computer technology

8. High level of comfort with technology and willingness/ability to learn and implement new skills at a quick pace
9. Strong analytical, organizational, and problem-solving skills
10. Self-motivated, highly organized, and detail-oriented
11. Education: High School diploma required; Bachelor's Degree or certification/demonstrated experience in web/mobile applications
12. Ability to adapt to a continually evolving environment
13. Ability to instruct others in a confident and effective manner
14. Ability to walk and climb stairs
15. Reliable transportation