



Position: Web Services Administrator

Reports to: Chief Public Engagement Officer

Description:

The Web Services Administrator plays a key role in advancing the goals, objectives, and activities of the Public Engagement Department and is a computer programmer who specializes in designing and implementing websites using the **WordPress** platform. They are responsible for both front-end and back-end development, including the implementation of themes and plugins to create attractive and user-friendly websites. Duties include determining the structure and design of web pages, striking a balance between functional and aesthetic design, and ensuring web design is optimized for smartphones.

Primary Areas of Responsibility:

- Develops, updates, and manages the organization's websites; determining the structure and design of web pages:
 - Ensuring user experience determines design choices and striking a balance between functional and aesthetic design
 - Developing features to enhance the user experience
 - Ensuring web design is optimized for smartphones
 - Optimizing web pages for maximum speed and scalability
 - Utilizing a variety of markup languages to write user-friendly web pages
- Produces html responsive weekly emails, eNewsletters
- Optimizes images for web
- Maintains fallen officer web images using AWS
- Assist in branded mobile app development
- Get feedback from, and build solutions for, users and customers
- Create quality mockups and prototypes
- Help with backend development coding and troubleshooting
- Ensure high quality graphic standards and brand consistency
- Stay up-to-date on emerging technologies
- Manage organization domains; implement new domains

Knowledge/Skills/Abilities:

- 4+ years hands-on experience in the areas of WordPress development, WP Engine hosting environment, and SQL databases, preferably in a non-profit membership or charitable organization
- Experience with Amazon Web Services; storage and domain hosting
- Experience with Network Solutions domain management/hosting
- Hands-on experience with markup languages



- Experience with JavaScript, PHP, CSS and jQuery
- Familiarity with browser testing and debugging
- Knowledge of Microsoft Dynamics 365 and working knowledge of Blackbaud CRM and its related products, including TeamRaiser, Luminate Online, and Constituent 360 a plus
- In-depth understanding of the entire web development process (design, development and deployment)
- Experience with responsive and adaptive design
- Knowledge of SEO principles
- Experience with Adobe Creative Suite and WordPress
- An ability to perform well in a fast-paced environment
- Excellent analytical and multitasking skills
- Must work well in a team environment and have good customer service skills
- Strong oral and written communication and interpersonal skills, with the ability to form and maintain positive work relationships and manage project details
- Ability to work efficiently and effectively, multi-task, and handle last-minute changes in a fast-paced environment
- Ability to learn new technological concepts quickly
- Strong orientation toward customer service
- Demonstrated self-starter and ability to work independently with little supervision
- Goal-oriented team player
- Flexibility and adaptability in approach to work in a multifaceted organization
- Familiarity with the law enforcement profession is desirable

Working Conditions:

- Remote office working environment utilizing Microsoft Teams. Position will involve an increased workload during the National Police Week and other high-activity points on the calendar.

To Apply:

Please email your resume and cover letter to mpetto@nleomf.org. Please put the position title in the subject line.