



**POSITION:** FORMED Web Content Specialist  
**COMPANY:** Augustine Institute, Greenwood Village, CO  
**SUPERVISOR:** Paul Zajac  
**APPLICATIONS and INQUIRIES:** [careers@augustineinstitute.org](mailto:careers@augustineinstitute.org)

## COMPANY INFORMATION

The Augustine Institute is a registered 501(c)(3) Not for Profit Corporation headquartered at 6160 S Syracuse Way ~ Greenwood Village, CO 80111 | 303-937-4420

**Mission:** The mission of the Augustine Institute is to serve the formation of Catholics for the New Evangelization. Through our graduate school, media, and parish programs, we equip Catholics intellectually, spiritually, and pastorally to renew the Church and transform the world for Christ.

## JOB DESCRIPTION

The Web Content Specialist is responsible for maintaining and updating content across multiple web platforms, the analysis of content usage and web design.

This full-time position will work out of the Augustine Institute home office in Greenwood Village, Colorado, and includes full benefits, and the availability of daily Mass in our chapel.

## JOB DUTIES

Responsibilities include but are not limited to the following...

- Work within and across teams to support the various websites
- Use HTML and CSS to make changes on websites
- Working with Web Content Manager to ensure content gets onto platforms in a timely manner
- Become an expert in content management systems
- Become familiar with the Augustine Institute, the websites and the services we provide

## JOB QUALIFICATIONS

The ideal candidate will possess the following experience and skills:

- Experience with content management systems - Magento, Keystone preferred
- Familiarity with the Adobe Suite or a willingness and aptitude to learn
- HTML/CSS experience a plus
- Expertise with Apple and Windows operating systems
- Ability to work effectively in a team environment
- Ability, willingness and flexibility to learn new skills and to thrive in a fast-paced and rapidly changing environment
- Responsible, organized and detail-minded
- Multi-lingual a strong plus, English and Spanish
- Undergraduate degree a plus
- Must have a strong Catholic identity, holding and practicing all that the Catholic Church requires

## COMPENSATION and BENEFITS

- Salary commensurate with experience, excellent benefits including medical and other insurances, paid time off, and a 403(b)-retirement plan participation.
- Benefits Include: medical and other insurances, paid time off, and retirement plan participation, the availability of Mass daily onsite, free graduate school participation, and more.

## COMPANY HISTORY

**History:** In 2005, as a response to the call of Pope St. John Paul II, Catholic scholars established in Denver a graduate school dedicated to transforming Catholic education for the New Evangelization. Since then, the Augustine Institute has become the fastest growing Catholic graduate school in the United States and has quickly expanded into a multi-faceted institute providing strategic, disciple-based parish programming and leadership formation to dioceses and parishes across America.

In July 2015, the Augustine Institute and its partners launched FORMED, our digital, state-of-the-art, online platform, which makes available the best Catholic content from a host of leading Catholic apostolates.

In November 2015, the Augustine Institute entered into a merger with Lighthouse Catholic Media, which included its Parish Consultant independent contractor sales force; the Parish Kiosk Program, CD of the Month Club Program, and other channels; and what is now the Ignatius Press-Augustine Institute Joint Publishing Venture.