

Web Manager (PT) Job Description

Position: Web Manager

Reports to: IT Project Manager

FLSA Status: Part time, Non-exempt, Hourly

PP Guideline: W9

Summary: The Archdiocese of San Francisco seeks an experienced part time *front end* website manager to maintain and build out two websites built on the WordPress platform. The ideal candidate will have a strong aesthetic sense, at least rudimentary HTML and CSS skills, is bilingual, and have minimally a basic understanding of Catholicism.

Responsibilities:

1. To maintain two WordPress websites: SFArch.org and SFParish.com

SFArch.org

To post articles and statements as they arrive ensuring that they are categorized correctly.

To post and approve events as they are submitted.

To work with departments and Project Manager to build out pages according to set specs

To translate the website in Spanish and to ensure that dynamic content is posted in English and Spanish

To build forms as needed using GravityForms

To maintain pages and ensure that information on website is up to date.

Ensuring that the website conforms to responsive standards

SFParish.com

To post articles and statements as they arrive ensuring that they are categorized correctly.

To post and approve events as they are submitted.

To work with departments and Project Manager to build out pages according to set specs

To digitize and maintain Policies Index

To work with Project Manager to create new training material based on interviews with department members at the chancery

Ensuring that the website confirms to responsive standards

2. To maintain Stackable database

In coordination with Human Resources and Vicar for Clergy departments, to maintain database of employees and parishes.

Skills necessary:

1. HTML5, CSS3, rudimentary JavaScript, jQuery
2. Experience with the WordPress platform (Version 5)
3. Rudimentary experience with Photoshop/Illustrator or comparable tools (like GIMP)
4. Know how for debugging tools like Chrome Inspector or Firebug

Plus:

1. Google AdSense, Google Analytics
2. Extensive experience with Photoshop/Illustrator or comparable tools (like GIMP)
3. Facility in using JavaScript, jQuery
4. Experience in using HTML frameworks such as Angular, Bootstrap, or Foundation, etc.
5. Experience using STRIPE and GravityForms

To Apply: Please submit application, resume and cover to:

Christine Escobar
Archdiocese of San Francisco
1 Peter Yorke Way, San Francisco, CA 94109
escobarc@sfarch.org

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.