

## WEBSITE MANAGER JOB DESCRIPTION

Title: Website Manager

Reports to: Project Director

Salary: Depends on Experience

Status: Part-Time

Minimum Requirements:

B.S. or M.S. in Computer Science, Computer Information Systems, Software Engineering, or related field.

3-4 years of related experience.

Any equivalent combination of training and experience.

## REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Effective written and verbal communication techniques.
- Ability to interact successfully with individuals of all ages and groups.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Require a strong attention to detail and ability to work under tight deadlines.
- Proven ability to build consensus and work effectively within a cross-departmental team
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Advanced working knowledge of data modeling and database design concepts
- Advanced working knowledge of web application engineering and debugging
- Advanced knowledge of ASP.NET, SQL, MySQL, XML, HTML, DHTML, JavaScript, CSS, XSLT, and popular content management systems (Drupal, Convio, Kintera, etc.)
- Intermediate/Adobe Photoshop/Image Ready CS, Flash MX or Professional, MS Office products, Dreamweaver skills

## RESPONSIBILITIES

- Develop, maintain, and update an online database of alcohol, tobacco, and other drugs (ATOD) resources in collaboration with the Library Technician.
- Develop, maintain, and update organizational website, including production of web content, in a manner that is appealing to targeted audience.
- Maintain a consistent look and feel throughout all web properties
- Develop, maintain, and ensure integrity of discussion posts, such as a weblog or forum.
- Copyedit and proofread all web content
- Track and report on all site metrics to evaluate performance of the online database.
- Responsible for crafting site promotions, email newsletters, and online outreach campaigns.
- Working with a cross-departmental team, maintain and develop the master content calendar for all web properties
- Keep current with emerging web technologies through relevant blogs, listservs, and events.
- Assure web-based information is archived for future needs and reference
- Work cooperatively with key team members, clients and vendors
- Other duties, as assigned.

Send resumes to Alicia DeLeon-Torres, National Director, by fax at (213) 625-5796, email to [adeleontorres@aol.com](mailto:adeleontorres@aol.com), or U.S. mail to 340 E. Second Street, Suite 409, Los Angeles, CA 90012.