

Title: Website Manager

Reports to: Director of Marketing

Position Type: Volunteer position

Contact: Send questions to yanet.velazquez@hopestrong.org



Duties and Responsibilities:

- Develop, manage and maintain the primary websites of HoPe.
 - Manage content
 - Maintain web design
 - Maintain correct and current information on website
- Implement best practices for writing, designing and delivering content on the website.
- Report website metrics
- Coordinate response to all website inquiries, answering emails when appropriate or getting them to appropriate team member.
- Edit the writings of other content producers or revise content according to the nature and tone of the website.

Qualifications:

- College student or young professional
- Demonstrated interest/experience in web/digital media
- Outstanding verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Demonstrated success in film and photography
- Excellent time management skills
- Excellent organizational skills
- Ethical and moral character
- Strong analytical skills
- Strong leadership skills
- Proficiency in Microsoft Office, Google Drive, YouTube required.
 - Must be willing to commit for the whole 2017-2018 academic year
 - Strong commitment to HoPe's mission and values

Time Commitment:

- 8-10 hours per week.

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*