

Web Design Coordinator Role Summary: Cary, NC

This position is a combination of website development with engagement in design, layout and coding.

Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Flexibility and willingness to adapt to change
- ✓ Cultural sensitivity within international teams
- ✓ Excellent writing abilities, communication & interpersonal skills
- ✓ Able to independently manage several projects simultaneously and meet deadlines
- ✓ Possesses strong conceptual skills, keen design sensibilities and creative typographic solutions

Responsibilities:

- ✓ Website management and landing page creation, making them engaging, easy to understand and use while adhering to design standards and specifications
- ✓ Testing and improving the design of websites across devices (i.e. desktop, mobile, tablet)
- ✓ Incorporating functionalities and features into websites
- ✓ Online storefront administration
- ✓ Obtain and utilize data and analytics in making design decisions
- ✓ Work closely with the Web Content & Social Media Coordinator

Desirable Qualifications:

- ✓ Bachelor's degree in web design
- ✓ Demonstrated experience in web design and/or development
- ✓ Proficiency in HTML, CSS, JavaScript, US and SEO is essential
- ✓ Experience with website analytics, problem solving, debugging and data management is preferred
- ✓ Basic knowledge of graphics and visual design with experience in Canva, Photoshop or other software a plus
- ✓ Basic understanding of email marketing, such as MailChimp or Marketo