



Website Administrator

JOB DESCRIPTION

EDUCATION/TRAINING:

Education and/or training in web design.

EXPERIENCE:

- › Website maintenance
- › Web design and coding/programming
- › Building custom CMS-driven websites
- › Overseas ministry
- › Graphic design an asset
- › Proofreading an asset

SCOPE:

To aid the communications team by:

- › Maintaining and updating the Hungry For Life website
- › Designing and creating new websites for various projects

ADDITIONAL RESPONSIBILITIES:

- › Assist in general ministry tasks as required
- › Prepared to lead 1 – 2 international teams per year based on need

SKILLS REQUIRED:

- › Knowledge of internet technologies
- › Knowledge of programming for web design
- › Computer skills:
 - Adobe Photoshop
 - MS Office
- › Communication skills
- › Self-initiator
- › Detail oriented

ACCOUNTABLE TO:

Executive Director / Director of Communications

STAFF CATEGORY:

Full Time Supported