

Position Title: Website Coordinator
FLSA Status: Non-Exempt, 25 hours
Supervisory: No
Reports to: Manager of Communications & Marketing

Who We Are

At Floris, we believe that we are not just another church. We choose to be a vital Christ-centered church where *all* people, of *all* abilities, believe that they can come as they are, find community, build real relationships and grow in their faith. To further that vision, we are seeking a dynamic Website Coordinator to develop and maintain the Church's website.

Summary Description

The primary purpose of the Website Coordinator is to develop and build websites, sub-pages and landing pages for Floris UMC/Restoration Church. Under the direction of the Manager of Communications, the Coordinator is responsible for designing and updating the user interface and overall visitor experience for our website.

Responsibilities

Develops and builds website, sub-pages and landing pages that ensures overall continuity of institutional brand consistency and image.

Provides creative and innovative measures to ensure best practices are used for site navigation, website usability, imagery/graphics and intuitive user experiences.

Designs the user interface and overall visitor experience to provide ease and consistency across all platforms, to include overall navigation flow, layout of specific pages and placement of graphic elements.

Ensures consistency with church and brand guidelines and contributes to design expectations.

Assists the Communications team in areas of need and recommends operational policies and practices to improve the overall website experience.

Attends all necessary meetings as directed by the Executive Director and/or the Communications Manager in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Lead Pastor's overall vision and direction of the Communications Team.

Qualifications and Aptitudes

BA or equivalent.

Proficient in WordPress Designer with prior experience working with WordPress and Adobe Creative Suite.

Experience in responsive designs for desktop, mobile and tablet. Proficient in HTML5 & CSS.

Strong understanding in media queries for responsive web design, including mobile friendly.

Excellent attention to detail with a high degree of accuracy and an eye for typography and color schemes.

Ability to meet deadlines and be capable of multi-tasking.

Team-oriented and a willingness to collaborate on projects.