



FIRST FREE
CHURCH

Website Manager

Job Description

Summary

The Communications Department aims to inform, invite, and inspire. The Website Manager oversees the functionality of First Free's website (built with Wordpress), as well as helping to develop and maintain content.

Structure

This is a part-time, hourly (non-exempt) position of approximately 20-25 hours per week. The Website Manager is part of the Communications Team and reports to the Communications Director.

Responsibilities

- Collaborate with the Communications Director and other ministries to plan, implement, manage, monitor, and upgrade First Free Church's website.
- Respond to and troubleshoot website issues.
- Conduct content audits to eliminate redundant and/or duplicated content.
- Create appropriate website content aligned with the vision and mission of FFC and its ministries.
- Assist in social media content creation and publication.
- Assist in graphic design projects {if skilled in this area}.

Personal Qualifications

Character and Commitment

- Is a committed follower of Jesus
- Demonstrates an authentic Christ-centered lifestyle
- Affirms the vision, values, and beliefs of First Free Church
- Good listener, able to understand and respond to the vision and needs of ministries
- Works well with others as a flexible team player
- Independent self-starter who is able to stay organized and work efficiently
- Strong attention to detail with an analytical mind and outstanding problem-solving skills.
- Follows Rasmus Lerdorf on Twitter
- First Free is willing to consider both Order and Chaos muppets

Minimum Qualifications

- Experience in Wordpress and Elementor is essential.
- Excellent content creation, writing skills, and attention to detail.
- Working knowledge of HTML, CSS, and PHP.
- Mixed feelings about recursive acronyms
- Proficiency in Adobe Creative Suite.
- Graphic design skills are a plus.