



Website Administrator

Qualifications

- The ideal candidate will have working knowledge of Smart Tools to Design, Build & Launch a website with ease, and social media platforms, with the ability to manage and update our website content, social media channels, and online marketing initiatives. Must have experience with website design, development, and content management.
- Proven experience as a website administrator or similar role.
- Experience with social media platforms, including Facebook, LinkedIn, YouTube, and Instagram
- Understanding of social media analytics and metrics, and the ability to use them to improve social media marketing strategies.
- Strong writing skills and the ability to create engaging content for social media channels.
- Coding and/or WordPress experience is a plus.

Responsibilities

- Manage and update our client websites, ensuring that content is up-to-date, relevant, and accurate.
- Provide safe and efficient user experience inclusive of implementing security protocols, modifying programs, creating backups, resolving software problems, and updating content.
- Develop, schedule, and post engaging content on social media channels, including Facebook, LinkedIn, YouTube, and Instagram.
- Supports marketing strategies via various related tools, platforms, and initiatives.

Requirements

An associate degree in web design required; and/or 7 years' experience in web design.
A bachelor's degree in computer science or related field preferred.

- Ability to work independently and as part of a cohort/collaborative team.
- A valid State of Ohio Driver's License is required.
- Reliable transportation is required.

Salary commensurate with experience.
Paid time off (PTO).

To Apply:

Interested candidates should submit a cover letter and resume to Director Elaine Gohlstin at info.harvardcsc@gmail.com

with subject line: **Website Administrator Application.**

Applications will be reviewed on a rolling basis until filled. Electronic submissions only.

About Us: The mission of the Harvard Community Services Center is to improve the quality of life and social functioning of residents in the Lee-Harvard, Miles, and Seville areas. We endeavor to provide a place where the community can engage in positive leisure, cultural and educational experiences that continue to uplift our community and our neighbors.

Reports to President/CEO, Harvard Community Services Center

EOE

Statement

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.