First Presbyterian Church of Berkeley
Webmaster
Non-Exempt, 8-10 hours/week, No Benefits
Rolling review upon receipt, open until filled

Position Title: Webmaster   **Date May 2018**
Job Summary: Manage the church website content, infrastructure, and related applications, keeping it current, engaging, and consistent with First Pres' priorities, graphic standards and corporate communications style guide. Supports the Communications team and ministry departments. Will be involved as First Pres makes future website improvements.

Major Responsibilities/Activities
Content Management (80%)
- Work with communications team, IT staff, graphic designers, and A/V team to update webpage content to support First Pres communication priorities for events, information, and news. Adhere to First Pres graphic standards and style and punctuation guide. Edit and test links and downloads.
- Manage audio library with A/V team, including First Pres iTunes podcasts.
- As needed, adapt graphics, images, and logos for the website and other usage.

Website Infrastructure (10%)
- Serve as web technical resource to maintain and develop the website infrastructure and page layout in Churchsites Content Management System (CMS) and other tool providers.
- As needed, integrate web-based payments for the church's PayPal account, and create forms and registrations (via form designer Wufoo), embedded media, and other web-based tools.
- Maintain an inventory of all website pages, content, and tools. Optimize and improve website functionality and experience for visitors and regular attenders.
- Stay informed of best practices and online resources.

Website Development (10%)
- Plan for and execute future changes to the website, including template, CMS, infrastructure, graphic, and content updates.

Minimum Requirements
- Growing and deepening faith in Jesus Christ.
- Proficient knowledge of HTML, CSS, content management systems, PayPal integration, cross-platform programming, and Adobe Creative Suite, particularly Photoshop and Dreamweaver. Willing and able to learn new programs and applications, and apply advanced features in software and applications as needed.
- Excellent written and spoken English communication, including copy editing, and proofreading.
- Excellent attention to detail.
- Ability to hold confidential information.
- Ability to manage projects and deadlines with minimal supervision and short turnaround time.
- Ability to support First Pres or a ministry's "look and feel" through design and content.
- Excellent interpersonal and people skills, discretion, and ability to work graciously and collaboratively with staff, ministries, volunteers, and lay people.

Reports to: Executive Director for Operations. Works closely with Communications Coordinator.

Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time.

How to Apply:

- Find our application form at http://www.fpcberkeley.org/employment.asp
- Return this form with your Cover Letter and Resume to Bonnie Rauscher, Human Resources, at bonnier@fpcberkeley.org, or Bonnie Rauscher, First Presbyterian Church of Berkeley, 2407 Dana St., Berkeley, CA 94704.

Rolling review upon receipt. Early applications are encouraged.
Position will remain open until filled.
Job offer will be contingent on passing a criminal record background check.