УКРАЇНСЬКА СКАВТСЬКА ОРГАНІЗАЦІЯ
В США
ПЛАСТ
Крайова Пластова Старшина
700 N. CEDAR ROAD
JENKINTOWN, PA 19046

UKRAINIAN SCOUTING ORGANIZATION
PLAST
USA
Board of Directors
TEL.: (267)287-8334   FAX: (267)287-8384
EMAIL: KPS@plastusa.org

Job Summary:

The Plast USA Webmaster serves as the primary contact for all aspects of the organization's website(s), handling a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates to ensure sites align with the goals and objectives of the organization.

Duties/Responsibilities:

l   Serves as the primary contact for all aspects of the organization's website(s).
l   Develops and maintains internet and intranet portals, forms, and structures in accordance with the organization's needs; collaborates closely with the Database Manager, Communications & Public Relations Director, Operations Director, and other leadership staff.
l   Encourages and facilitates consistent, creative, and unified web design across the organization's web properties.
l   Collects and analyzes web analytics and similar data; identifies opportunities to improve search engine optimization (SEO), time on site, web traffic, and other relevant metrics.
l   Maintains and documents ownership of the company's internet domains.
l   Assists members with use of the organization's websites through one-on-one support, user guides, and training sessions.
l   Ensures compliance with organizational policies, procedures, and ethical standards; software licenses; and applicable state and federal laws and regulations including data security, privacy, and intellectual property laws.
l   Maintains current knowledge of best practices and emerging developments in web design, web development, and technology.
l   Performs other related duties as assigned.

Required Skills/Abilities:

l   Extensive experience with website management, analytics, design, and SEO best practices and standards.
l   Working knowledge of or ability to quickly learn web content management systems, applications, Wordpress, and tools used by the organization.
l   Highly proficient with HTML/CSS; working knowledge of XML, SQL, JavaScript, and other programming languages.
l   Excellent verbal and written communication skills.
l   Strong analytical, troubleshooting, and problem-solving skills.

Desired Skills/Abilities:

l   Graphic design skills.

- Fluency in the Ukrainian language.
- Understanding of Plast as an organization.
- Proficiency with Google Workspace (aka Google Apps or G Suite).

Education and Experience:

- Bachelor's degree in Computer Science or related field highly preferred; equivalent progressive professional experience may be considered.

Job type:

- Part-time, remote. Reports to Vice Chair, Corporate Liaison.

Salary:

- Commensurate with experience.

To apply:

- Send resume and cover letter to kps@plastusa.org.