TIMOTHY
CHRISTIAN SCHOOL

Position Title:	Website Manager and Graphics Designer (Part-time)
Position Summary:	The website manager and graphics designer is responsible for aligning the website with the school's brand, strategy and standards and support the creation of media content for both the website and social media.
Position Supervisor:	Director of Advancement
Position Responsibilities:	- Website Maintenance - Audit content and remove duplicate information. - Complete tests to ensure website efficiency and quality. - Create strategies to improve website traffic. - Collaborate with internal staff to develop website content to support the school's goals and strategies. - Create design mockups, test changes on staging site, implement chosen solutions on web site, document, migrate changes to live website, create graphics needed for the site (major and minor). - Maintain the organization's web documentation: style manual, logins/passwords, licensing/product receipts, procedures, user accounts/access/roles. - Technical maintenance of the website: plugin updates, theme updates, WordPress updates, site backups, regular housekeeping (purging of unnecessary files, checking for optimized images, etc.), address any issues of site performance; interact with technical support from various vendors as needed. - Graphics Designer - Create graphics as needed for school events and programs.
Position Qualifications:	- Must have received Jesus Christ as his/her Savior and believe that the Bible is God's Word and standard for daily living. - Support the doctrinal position of TCS and will abide by the Standard of Conduct. - Shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation. - The successful candidate must have the ability to work closely with a wide range of people, including administrators, co-workers, students, parents, and faculty. - A bachelor's degree is required. Advance degree or certification in related fields (computer science, website management, etc) and previous experience managing websites is preferred. - Secretarial skills including typing, a pleasant phone manner, and attention to detail are essential.

All interested parties should contact Robin DiFiore at rdifiore@timothychristian.org.
Please email a copy of your resume with a cover letter.