Website & Multi-Media Specialist

Website & Multi-Media Specialist serves as the lead staff focusing on function, content, and maintenance of the association's website. Duties include: Maintain the Association's web presence on a day to day basis, ensuring that all content is current, accurate and functioning properly. Use google analytics to determine website posts, increase website traffic, etc. Post content, anticipate (plan) for future content. Maintain job center and assist members and non-members in posting job openings. Create multi-media presentations for staff including PowerPoints and videos. Assist staff with print projects using a Windows platform.

Job Requirements
Education, training, experience:
College or trade-school graduate with related degree, including but not limited to web programming, google analytics, or computer science, with basic graphic design skills. Understanding of HTML, familiarity with database programs, including how database construction is related to internet functionality. Understanding of open-source web application frameworks and development options. Experience with Adobe Suite programs, including InDesign, Premiere, Photoshop, and Illustrator.