



## WEBSITE ADMINISTRATOR & DESIGNER Remote US Only

### *Position Description*

#### ORGANIZATION SUMMARY

Edify's mission is to improve and expand sustainable Christ-centered education globally. Edify is a non-profit organization registered in the U.S. since 2009 and now has operations in 14 countries: Bolivia, Burkina Faso, Dominican Republic, Ecuador, El Salvador, Ethiopia, Ghana, Guatemala, Liberia, Panama, Peru, Rwanda, Sierra Leone, and Uganda. Edify is focused on 3 key resources:

- **Training** of school leaders and teachers to develop Christ-like character in students, and training school leaders to manage and grow their schools effectively.
- **Loan Capital** to expand and improve school facilities.
- **Education Technology** to enhance learning outcomes and employability.

*Learn more at [www.edify.org](http://www.edify.org)*

**Position Start Date:** January 15, 2024  
**Location:** Remote (U.S. only)  
**Reports To:** Meghan Stock, Director of Marketing and Communications

#### POSITION SUMMARY

We are looking for a top performing, high functioning Website Administrator and Designer who thrives in a fast-paced, innovative workplace. This position will play a crucial role in maintaining and optimizing Edify's website and overall user experience. This role requires an analytical mind and a detailed understanding of Search Engine Optimization (SEO), website design, and Pay Per Click (PPC), as well as meticulous attention to detail, outstanding problem-solving skills, and a creative and collaborative mindset.

A successful candidate will have an excellent understanding of content management systems (CMS) and technology infrastructures using CSS, web hosting, Google ads, and Security Audits. Top candidates will be comfortable troubleshooting the website and constantly improving the User Experience (UX) of the website. Reporting to the Director of Marketing and Communications, the Website Manager will work closely with the Marketing and Communications Team and the IT Team.

#### SPECIFIC RESPONSIBILITIES

- Oversee the technical aspects of our website, ensuring optimal performance and seamless user experience
- Implement effective SEO strategies to enhance website visibility and organic traffic
- Manage and optimize PPC campaigns to drive targeted traffic
- Creating and curating high-quality content that is engaging, informative, and relevant to our target audience.
- Proactively conduct regular security audits in collaboration with our internal auditor to identify, assess, and remediate technical issues and security vulnerabilities, ensuring the integrity and protection of our systems and data.
- Stay abreast of the latest web technologies and trends to ensure our website remains at the



forefront of innovation

- Collaborating with stakeholders across the organization to ensure a cohesive brand experience across all digital channels
- Establish workflow for incoming requests and issues as well as prioritize, manage, and clearly communicate on all requests
- Any other related job functions as required

## EDUCATION REQUIRED

- Bachelors or Master's Degree. Preferably in computer science, IT, or systems engineering.

## EXPERIENCE DESIRED

- 2-5 years of experience working in website design, UX, or IT
- Experienced in effective communication and feedback
- Experienced in website best practices
- Experience in WordPress and Divi

## REQUIREMENTS

- In-depth knowledge of SEO principles, website design best practices, and PPC campaign management
- Expertise in CMS platforms and web technologies, including (but not limited to) CSS, web hosting, and Google Ads
- Exceptional problem-solving and analytical skills to identify and resolve website issues
- A meticulous eye for detail and a commitment to quality
- Possesses exceptional communication and collaboration skills, enabling seamless integration with cross-functional teams and fostering productive partnerships with international colleagues.
- Passion to help millions of students in underserved countries to obtain a quality Christ-centered education.
- Efficient and persistent, with extensive experience managing diverse tasks and projects with minimal supervision.
- Must be adaptable and have outstanding attention to detail
- Excellent written, verbal and technology-based communication skills and telephone etiquette.
- Creative problem-solver experienced in giving and receiving feedback.
- Ability to represent the organization with excellence.
- Utmost professionalism when dealing with confidential matters and with people inside and outside the organization.
- Strong MS Office skill set (Outlook, Excel, PowerPoint, Word)
- Proficiency with tools including Adobe suite programs and/or equivalent/relevant software, Google Services and familiarity with advanced smartphones.
- Ability to travel.

## ADDITIONAL DETAILS

This position will be receiving applications through January 30, 2023

*Edify is an equal opportunity employer. Diverse candidates including people of color, women and members of other historically marginalized groups are encouraged to apply.*

[Click Here to Apply for this position](#)