



## WEBSITE MANAGER

The **Surface Design Association** seeks an experienced Website Manager to maintain and expand its new website. A general overview of the Website Manager position includes, but is not limited to, the following responsibilities:

- continually update the site with new content provided but the SDA Team
- edit site content
- generate content as needed, both independently and in collaboration with the Team
- run regular site maintenance and updates
- stay informed about trends in emerging web technology
- stay informed about internet user trends
- make recommendations on how to keep site current and functioning optimally
- work with Executive Director, Social Media Manager and Blog Editor to create consistency in look and feel across SDA communication platforms
- work with web hosting service and programmers as needed
- provide analysis of website visitor traffic and engagement
- utilize Yoast and/or other tools to maximize SEO

SDA is a virtual organization and requires a candidate who is able to work independently and is comfortable with a virtual office. This is a part-time contractor position with the opportunity for growth.

Founded in 1977, SDA fosters a vibrant dialogue for and about contemporary innovations in fibers, art and design. In addition to the quarterly publication *Surface Design Journal*, SDA provides artist resources and opportunities, grants and awards, and supports a diverse community of regional groups across the United States and Canada.

Please send cover letter, resume, and three references to: [executivedirector@surfacedesign.org](mailto:executivedirector@surfacedesign.org)  
**Deadline for applications: October 12**

No general inquiries, please.