



Website Manager Job Opening

Reports to: Executive Director

Contact: Karena Bennett, executivedirector@surfacedesign.org

Background

Surface Design Association (SDA) is a 44 year-old international non-profit organization with a focus on fiber and textile arts. SDA produces a quarterly hard copy and digital journal to its almost 2,500 members. Members engage in regional groups throughout the US and Internationally, participate in SDA juried exhibitions, and now, online lectures, events and group meetings. The SDA biannual conference will be held online this year which will require supporting website development. SDA is a virtual organization with staff and Board members scattered throughout the US and Canada.

This is a part-time contractor position averaging ~8 hours per week.

Requirements

Experience with WordPress including

- Editing using HTML (not just visual interface)
- Comfortable using PhotoShop to manage image sizing and minor adjustments
- Manage and use WordPress Image Galleries
- Develop new pages using templates or style sheets
- Apply WordPress updates when appropriate
- Research and recommend new plugins or improvements
- Experience with developing and running google analytics reports
- Understanding of API
- Experience with using Google drives, docs and spreadsheets
- Experience and comfortable with working independently in a virtual team environment
- Familiarity with web hosting and backup interfaces

Tasks include, but not limited to:

General

- Update SDA website with new content provided by the SDA Website Team, utilizing SDA test site for any major changes
- Monitor and update SDA Website log to document tasks and update status
- Run regular site maintenance and updates

- Generate Google Analytic reports
- Utilize Yoast and/or other tools to maximize SEO
- Assist with administration of SDA's Google Workplace

Work schedule & compensation: This is a part-time, contracted position averaging ~8 hours per week with a pay range of \$20-25 depending on experience.

How to apply: Please send your cover letter and resume to executivedirector@surfacedesign.org with the subject heading of "Website Manager."

SDA understands that employment discrimination is a reality that impacts many people — including BIPOC employees, people from working class backgrounds, disabled workers, women and LGBTQ people. We believe that these communities must be centered in the work we do. This is why we strongly encourage applications from people with these identities or who are members of other marginalized communities. SDA is a non-profit, virtual organization and requires a candidate who is able to work independently and is comfortable with a virtual office.