

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Web System Administrator

Under the supervision of the IT Manager and in close collaboration with the Communications department, the Web System Administrator will maintain the backend of the Northwest Maritime Center's websites. From maintaining SEO presence and Google Analytics goals and tracking to installing upgrades and monitoring system performance, this position is responsible for maintaining the web environment and identifying system requirements.

PRIMARY RESPONSIBILITIES:

- Maintain plugins and themes of all websites
- Create user forms and ensure they are functioning with Stripe/Mailchimp/Salesforce, etc.
- Monitor and improve SEO presence
- Establish and track Google Analytics goals across all websites
- Troubleshoot any plugin/theme conflicts, gravity forms glitches, etc. to ensure websites are operating at peak performance
- Maintain security and backups across all websites
- Monitor and suggest improvements for performance
- Other web/systems based projects as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in website administration, the Web System Administrator will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphorical; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

- WordPress platform expert knowledge
- Knowledge of PHP, JavaScript, Webhooks, JSON, etc.
- 3+ years experience maintaining backend of websites
- Proficient in SEO, Google Analytics, and Google AdWords
- Professionalism regarding time management, costs, and deadlines
- Familiar with mass email platforms especially MailChimp
- Experience creating user input forms



PREFERRED QUALIFICATIONS

- Teamwork skills
- A keen eye for detail but with ability to multitask
- Creativity skills and problem-solving aptitude

Deadline for applications: Open until filled

Submit resume and cover letter to apply@nwmaritime.org. Include "Web Admin" in subject line.

Position is part-time, average 24 hours per week

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Web System Administrator

Reports to: IT Manager, Pete Santerre

Wage: \$22 – \$25 per hour, non-exempt – DOQ

