

<b>TEXAS HEALTH INSTITUTE</b> <b>Web Administrator Job Description 2021</b>
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**Title:** Web Administrator

**Reports to:** Director of Communications

**Position Summary:** The Web Administrator will work under the Communications Director on all changes and projects related to internal, external, and third-party websites. This position will be responsible for creating the design and layout of websites, maintaining website content, updates, security, etc. This role requires an understanding of user experience, ADA compliance, web best practices and web development tools and technologies. This position is primarily front-end, with some back-end development involved, and includes graphic design and web analytics.

Salary Range: \$52,000-58,000

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

**Major Responsibilities/Tasks:**

- Manage hosting, domains, DNS, staging and production servers, CMS, and web analytics
- Create mobile-optimized, responsive designs that prioritize equity, diversity, inclusivity, and accessibility (adhere to ADA best practices and CLAS standards)
- Ensure clean and fast-loading sites where all elements are accessible and usable
- Write code using languages such as HTML, CSS or JavaScript, and ensure that all written code complies with industry standards and is usable on different browsers and devices
- Consult with program managers or subject matter experts to understand requirements, project goals, staff use case, and end-user needs
- Diagram websites, create visual layout and produce sites using a CMS platform
- Implement graphics, videos, and transitions to enhance user experience, especially with dynamic data dashboards

- Provide strategic direction on website upkeep, updates, changing web standards, and best practices for website development
- Support Communications Department with graphic design, data analysis, and project management
- Help find, vet, recommend and set up web-based software solutions for communications or Institute needs (such as project management software, email applications, etc.)

**POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:**

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to perform the essential functions of the job in a satisfactory manner.

**Supervisory Responsibility:** Manage vendors and vendor contracts

**Position Requirements, Knowledge, Skills & Abilities**

**Required:**

- Bachelor’s degree in web design, computer science, or applicable field
- Front end web development experience, 3 years
- Understanding of HTML, CSS, PHP, and JavaScript
- Extensive hands-on experience with CMS websites such as Wordpress, Weebly, WebFlow, etc.
- Thorough understanding of CMS architecture, content management processes, project management processes
- Experience with Google analytics or other analytics platform
- Experience with graphic design
- Experience with online data visualization and dynamic dashboards
- Must be creative and client-focused

**Nice to Have:**

- Familiarity with the Adobe Creative Cloud and its programs, particularly Photoshop and Illustrator
- Experience with CMS plugin installation, customization, or development
- Other programming languages such as MySQL, Python, Ruby, or others
- Experience with Google Ads, Google for Non-Profits, social media platforms, integrations, APIs, and the use of cookies for retargeting or referral marketing
- Experience with web-based email platforms, like Constant Contact or MailChimp
- Knowledge of APA style and bias-free standards for writing, design, imagery, and data visualization

**Compensation:**

Consistent with our current salary scale, the salary range for the position is competitive with nonprofit market rate and commensurate with experience. THI offers health/dental/vision insurance, life and short-term disability insurance, retirement contributions, and generous paid vacation, personal/sick leave, and holidays.

**To Apply:**

Please email (subject line: Web Administrator) a cover letter, the THI application, and resume to Sherry Wilkie Conway at [swilkie@texashealthinstitute.org](mailto:swilkie@texashealthinstitute.org)

The cover letter should describe your interest in the position and include an explanation of your connection to THI's mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**