



JOB DESCRIPTION

TITLE: Web Developer
CATEGORY: Full-Time
DEPARTMENT: Creative Department
REPORTS TO: Communication Director
EXEMPTION STATUS: Non-exempt

JOB SUMMARY

The Web Developer advances the gospel by building websites and digital marketing pieces that allow Victory to engage its audience with high quality content and efficient ways of connecting to ministry opportunities.

ESSENTIAL FUNCTIONS

Websites

- Create and maintain well designed, highly responsive, and secure websites that communicate the personality of Victory
- Build integrations between Victory's websites and church management software
- Consult with third-party developers to implement projects beyond the scope of the web developer's main skill area or beyond the realistic time frame for the project
- Utilize google analytics to track user statistics and any goals/campaigns
- Help production team to monitor and maintain livestreaming website

Online Media

- Manage an online sermon video archive and podcasts accessed by the congregation
- Manage an "offline" archive of sermon audio and other materials for church records

Online forms

- Use online form builders to construct custom forms that gather and deliver information for all departments
- Use custom CSS to match embedded forms to website branding
- Stay aware of and delete forms that are no longer needed

HTML Emails

- Create responsive HTML emails for various events, groups, special alerts, and general communication efforts that function consistently across devices, browsers, and email clients
- Create template emails for specific events or areas of the church that staff can access, customize, and send via the church management software
- Create a custom eNews email each month

Administrative

- Manage web department budget
- Maintain subscriptions for hosting, domains, plugins, educational outlets, and other software
- Maintain secure login credentials

Miscellaneous

- Maintain and improve an email marketing campaign for first-time guests with an online service like MailChimp
- Maintain and improve the church's salvation texting process and any other instances of mass texting
- Maintain and improve the church's Plan Your Visit process for interested guests
- Perform other duties as assigned

JOB REQUIREMENTS

Education & Experience

- Must-haves
 - 2+ years of experience with HTML, CSS, and JavaScript
 - 2+ years of experience developing with WordPress or another CMS platform
 - Experience and/or technical knowledge of APIs and content delivery
 - Experience creating HTML emails
 - Experience working on a team with a digital and creative focus
 - Experience managing complex, multi-step projects from start to finish
- Nice-to-haves
 - Experience with SQL, PHP, and/or jQuery
 - Experience with Divi theme for WordPress
 - Experience, technical knowledge, and/or interest in app development
 - Experience with graphic design and Adobe Creative Suite
 - Experience using a project management application like Trello or Asana

Time Requirements

- 40 hours per week (actual work time) with a half-hour lunch provided daily (unpaid)
- Basic schedule:
 - Monday – Friday
 - 8:00 am – 4:30 pm

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.

SIGNATURE

I have read and understand the Web Developer job description and can perform the essential functions with or without reasonable accommodation. I understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. I understand that this job description reflects management's assignment of essential functions, but it does not prescribe or restrict the tasks that may be assigned.

I further understand that employees are at-will and they or Victory Family Church may terminate the employment relationship at any time for any reason.

Incumbent Name (Print)

Date

Incumbent Name (Signature)

Date