**IT Manager/Web Developer**

Reports to: Director of Operations and Projects

Key Responsibilities

* JMA and Client Web Development/Web Maintenance Projects
	+ Strategy and planning: work with communications team in web design planning process
	+ Provide direction on optimal platforms/templates to achieve client goals
	+ Creation of site layout/user interface from selected design concepts by using standard HTML/CSS practices
	+ Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media
	+ Write supporting code for web applications or web sites
	+ Placement and layout of web site pages given client provided content
	+ Evaluate or recommend server hardware or software
	+ Recommend and implement performance improvements
	+ Research/renew domain name registrations
	+ Communicate with network personnel or web site hosting agencies to address hardware or software issues affecting websites
	+ Perform website updates
	+ Perform routine maintenance of existing sites and applications
	+ Maintain understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups
* IT
	+ Monitor and maintain computer systems and networks and other office equipment (printers/copiers, phones, etc.) to ensure end users can accomplish organizational tasks
	+ Receive, prioritize, document and actively resolve end user help requests
	+ Troubleshoot system and network problems and diagnose and solve hardware or software faults
	+ Support the migration to new systems, roll-out of new applications, and updates of software
	+ Set up new users' accounts and profiles and deal with password issues
	+ Test and evaluate current and new technology
	+ Conduct connectivity and electrical safety checks on computer equipment
* Other work as assigned

Other

* Must be available to work onsite
* This position will be during the work week approximately 8-10 hours per week (during business hours)

Experience and Qualifications

* Associate’s Degree in a related field and at least four years of experience in the field or equivalent combination of education and experience.
* Minimum of 2 years of experience in graphic design and website development and maintenance.
* Familiar with a variety of IT concepts as well as extensive experience with desktop hardware, software applications and network connectivity.
* Knowledge and experience with Mac, Windows and/or Unix type operating systems.
* Experience with data and voice networking security is preferred.
* Advanced skills in Adobe Creative Suite.
* Experience working with HTML, CSS and WordPress.
* Strong attention to detail.
* Exceptional written, verbal and interpersonal communication skills.
* Commitment to providing a high level of customer service.
* Ability to plan and organize work and manage multiple priorities.