

Job Title: Webmaster / Content Developer, Designer and Editor

Job Description: The ideal person for this role will be someone willing to work hard and fast, prepared to collaborate daily, ready to share ideas freely and eager to mentor colleagues and clients regularly. You'll also need to be skilled in the areas of website design, copy and photo editing/writing, social media and storytelling in today's immediate info-on-demand culture. The area of communications has been identified as vital for the success of our mission to energize and equip local churches to make disciples of Jesus Christ for the transformation of the world, and a key component of our communications strategy is the ctcumc.org website. So, if you are ready to take your expertise in website and content design from being a hobby or a "just a job" and make it a ministry, then we'd love to consider you for our team.

Main Job Responsibilities: Update and maintain the CTCUMC.org website on a daily basis; work with the director of Communications on development/production of content (original and from outside resources) as well as the design and support of the web site, social media properties, mobile applications, content management system tools and any future web initiatives of the Central Texas Conference; keep web content fresh and updated; provide technical expertise to conference staff and District offices on web-based initiatives; maintain the conference data-base.

Core Competencies: As a member of the Central Texas Conference (CTC) Service Center your main role would be to help equip and energize the local churches of the CTC in their mission to make disciples of Jesus Christ for the transformation of the world through this electronic/web-based ministry. As such, the ideal candidate for this position would have:

- a servant's heart and a nimble, project management-ready mind;
- high-level of proficiency in creating, designing, producing and editing written, visual and audio-only content for the web;
- experience in streaming content – live and on-demand;
- ability to design content for high visual impact;
- high level of ability to listen, interpret and translate conference requirements, client needs and desires into specific web initiatives;
- intermediate skill in copywriting for the web;
- intermediate skill in copyediting – i.e. ability to quickly and accurately edit copy for SEO, clarity, check references and links and proof edit (knowledge of "AP style" a plus);
- proficiency in web production skills, including basic audio/video editing and posting;
- strong working knowledge of Adobe Creative Suite tools (including Premiere and Photoshop) and Microsoft Office
- advanced proficiency in web architecture and taxonomy;
- ability to communicate technical procedures and solutions clearly and effectively to those who may or may not be considered technically savvy;
- an intermediate understanding of how users navigate the web and how they search for information and respond to visual and contextual clues;
- a knowledge and familiarity with web-based metrics tools.

Experience: minimum of 2-3 years in creating content for as well as the development, design and support of web sites, social-media sites and content management system tools/frameworks is required. Experience with developing and/or maintaining mobile site solutions and applications is a plus.

Education: Bachelor's Degree in Information Systems, Computer Technology, New Media, Journalism, Communications or equivalent field of study preferred.

Other Specialized Knowledge: While not a pre-requisite for consideration, a good working knowledge of the following is preferred: HTML, XHTML, XML, CSS, content management systems, mobile applications, SQL, Visual Basic, FTP, Microsoft SQL Server, Microsoft Visual Studio, AP Style.

If you are interested in this position, please send a cover letter and resume by e-mail to Vance Morton at vance@ctcumc.org or by mail to Vance Morton, 464 Bailey Ave, Fort Worth, TX, 76107. The Central Texas Conference of the United Methodist Church is an equal opportunity employer.