



Job Description

Job Title:	Web Development Coordinator
Salary:	\$47,000 - \$54,000+, DOE
Classification:	Full-Time, Exempt, Hybrid Work Schedule
Reports to:	Marketing Manager
Location:	Meridian, ID
Apply:	https://idahofoodbank.org/about/employment/

Job Summary:

The Idaho Foodbank is looking for a talented Web Development Coordinator that supports the fundraising, marketing and community engagement of The Foodbank. Requires a skilled communicator to manage regular exposure to business stakeholders and executive management, as well as the authority and scope to apply expertise to many interesting technical problems. Candidate must have a strong understanding of development, web user interface design (UI), and general web functions. The ability to think visually with graphic elements and content for proper page hierarchy is also required.

A passion for the Foodbank's mission and the job are essential.

Principle Duties and Responsibilities:

- Maintain The Foodbank's website presence
- Assure effective usability and security of the website and plugins.
- Collaborate with team members in the coordination and implementation to support strategic objectives affecting neighbors, partners, donors and volunteers.
- Reporting: Implement, maintain, and report on digital metrics, including web and social media.
- Create graphic elements and content for campaigns, programs and events.

Knowledge, Skills and Abilities Required:

- Capacity to think strategically, creatively, and execute goals.
- Strong knowledge of HTML, CSS, Web Programming Skills, E-Commerce, Web User Interface Design and API's.
- Strong knowledge of web-based design including website security.
- Experience with Content Management Software such as WordPress.
- Knowledge of Adobe Creative Suite, design and video creation / editing.
- Creative, innovative, and flexible work style.
- Proficient using Microsoft Office and Windows.
- Ability to manage multiple tasks and maintain composure under demanding deadlines.
- Team player, willingness to help others achieve success through effective targeted communications and fundraising strategies.
- Ideal candidate will have previous experience in a similar role, and a Bachelor's degree in a relevant field.

Food Safety:

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Working Conditions

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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