
Part-Time Web Designer

Summary

Under the direct supervision of the Visual Communications Manager, the company seeks a reliable, collaborative, and self-starting professional with exceptional communication skills to provide digital design and support in a fast-paced virtual office setting. The Web Designer is expected to make meaningful contributions to the discovery, planning, and design of websites and related digital marketing assets.

Essential Functions

- Design, edit and maintain client websites while providing superior customer service
- Effectively work with service providers to setup hosting, security services, backup services, SSL certifications installation
- Lead research and troubleshoot all matters relating to web design, hosting services, Search Engine Optimization (SEO)
- Edit photos for online and print formats
- Take initiative when problem-solving including presenting questions when appropriate
- Translate client needs to a site experience
- Assist with successful management of both short-term and long-term digital projects
- Organize and manage multiple priorities while delivering on a consistently high standard of quality
- Work independently with minimal supervision while excelling at core job functions
- Possess strong attention to detail and follow directions with accuracy

Expected Competencies

- Advanced knowledge of WordPress Platform, digital marketing tactics, and web tools
- Advanced knowledge of customization of responsive themes and plugins
- Proficient knowledge of HTML5, CSS3
- Proficient knowledge of cPanel, phpMyAdmin, and FTP
- Strong understanding of Google Analytics
- Strong knowledge of UI/UX Design including continuous research and growth alongside the ever-changing landscape of UX
- Strong capacity to learn and implement technical terminology
- Advanced proficiency in Adobe Creative Suite
- Intermediate knowledge of graphic design principles, methods, and tools including layouts, typography for print, and digital applications
- Strong customer service, including speaking and writing skills

Preferred Experience & Education

- Proficiency with JavaScript, jQuery, PHP, SEMrush
- Bachelor's Degree or 3+ years related work experience or technical training

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a virtual office environment. Candidate must have a dedicated workspace with no distractions or competing duties. Candidate must have reliable telephone and internet service. Employee will be equipped with necessary office equipment to perform duties. Job must be performed during standard business hours (Pacific Time). Company offers competitive benefits include Health Care Reimbursement, Wellness Program, Communication Reimbursement, and matching 401k for qualifying employees. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

This is largely a sedentary role; however, the ability to lift project materials may be required.

Position Type and Expected Hours of Work

This is a part-time hourly position; up to 20 hours per week. Days and hours of work are to be agreed upon prior to job commencement, however all work must be completed during normal business hours (8:00am-5:00pm Pacific Time).

Travel

No travel is expected for this position.

Required Education and Experience

Associates Degree or 2 years related work experience and/or technical training.

Work Authorization

Authorization to work in the United States.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required for this role. Duties, responsibilities and activities may fluctuate from time to time with or without notice.