

Webminister

www.StAugEpiscopal.org

Areas of responsibility:

- interfacing with church secretary, rector, and other sources for content;
- designing and maintaining *staugepiscopal.org* and related websites;
- writing, designing and sending "A-List" mailing list emails;
- creating, maintaining, third-party accounts (*Google, Facebook, Yelp, etc.*);
- increasing St. Augustine's web presence;
- maintaining the *Dreamhost* hosting account;
- adding/modifying/deleting of user email accounts;

Additional responsibilities:

- recording, compressing, uploading of sermons (video and audio);
- updating of sermons podcast XML (for iTunes);
- reviewing *Google Analytics* reports;
- marketing on *craigslist* and other third-party sites;
- design of graphical elements for the site(s);

Time commitment required:

- 1-4 hours weekly (additional hours required if new sections, content, or large scale development is in the works – at webminister's option);

Skills required:

- strong knowledge of HTML/XHTML, CSS;
- familiarity with Javascript, Flash, PHP, MySQL, XML;
- standards-compliant coding;
- strong knowledge of FTP usage;
- knowledge about hosting, domain registration/renewal, web services, user account setups, etc.;
- a Christian-based design ethic;
- desire to promote the church's mission on the web;
- (optional) knowledge of web frameworks, Javascript frameworks;
- (optional) knowledge of installing, maintaining, troubleshooting a content management system (CMS);
- (optional) Photoshop, Illustrator, GIMP, or other graphics manipulation program;
- (plus) familiarity with *Dreamhost's* web panel;

Notes:

- code base for current version of the site is out-of-date. (A new version was in the works...) New webminister may keep and modify the code or redesign the site at his or her option;
- there is no CMS (content management system) running in the backend. One can be installed either using *Dreamhost's* "one-click installs" or manual install;
- if necessary, site can be pared down to only the most essential sections: "*services & events*", "*news & announcements*", "*contact us*";
- this is a volunteer, unpaid/uncompensated position;
- ideal candidate is a member of St. Augustine's too;

For more information, contact Ed Hofmann (former webminister) at ed@disivion.com or 510-384-1834.