HISPANIC THEOLOGICAL INITIATIVE

Web Content Editor

JOB DESCRIPTION

Hispanic Theological Initiative is currently looking for Website Content Editor to provide support to advance and maintain HTI's website. The Website Content Editor will work closely with the HTI Office and Programming to maintain accurate, functioning, and updating information on the website. The ideal candidate is a team player that takes pride in ensuring that programming details are up-to-date and accurate on the website. Is proactive, a problem-solver and passion for delivering high quality content on the website. The candidate needs to demonstrate a meticulous approach towards technical and communication skills

TITLE: Web Content Editor

STATUS: Non-Exempt (Part-time, Hybrid – Remote and in-person) 12 to 15 hours per week

Applicant must be able to work on site during the first 90 days (about 3 months) of employment- Afterwards weekends may be required.

REPORTS TO: Executive Director

SALARY RANGE: $27 - $30 (commensurate with experience)

PURPOSE: The Hispanic Theological Initiative (HTI) mission is cultivating Latinx PhDs leadership positions in the academy, church, and the world. With the support of the 23 consortium member institutions, the mission and vision of HTI revolves around three major goals:

1. Increase the recruitment, retention, and graduation rates of Latine PhD students across the nation by uniting and leveraging institutional resources.
2. Increase the presence of Latine leaders and faculty- especially, tenured faculty in seminaries, schools of theology, and universities.
3. Provide a forum for exchange of information, ideas, and best practices to engage the contributions of Latine faculty and students in theological and religious education.

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RESPONSIBILITIES:

The responsibilities of the Website Content Editor include but are not limited to:

- Oversee the day-to-day operation of website, reliability and performance optimization
- Administer and customize content management systems such as WordPress (including Divi Theme Builder) to support content publishing and website updates
- Maintain and troubleshoot website to ensure secure and efficient operation
- Monitor website performance, traffic, and usage metrics using analytics tools to identify opportunities for optimization and improvement
- Provide technical support and assistance to staff and end-users regarding website functionality and troubleshooting
- Maintain comprehensive documentation of web infrastructure, configurations, procedures and troubleshooting guidelines for reference and training purposes

QUALIFICATIONS:

- Proficient with WordPress, including Divi Theme Builder
- Strong problem-solving and troubleshooting skills with ability to diagnose and resolve technical issues
- Ability to prioritize tasks, work independently and adapt to changing priorities in a dynamic environment
- Ability to collaborate effectively within a team environment is essential
- Excellent communications skills (written and verbal) with a customer-focused mindset

THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE THE FOLLOWING:

- The ideal candidate will function expertly in a dynamic, team-based environment with rapidly changing priorities, thrive in ambiguity and can coordinate and collaborate with individuals at all levels of the organization.

- Candidate is meticulous and detail oriented.
- With oversight from HTI staff will work both independently and collaboratively.
- In addition, the ideal candidate will demonstrate the skills and abilities necessary to support the priorities of HTI and work flexibly to meet the needs of multiple stakeholders.

EDUCATIONAL EXPERIENCE:

- Associate’s degree and/or bachelor's degree in computer science, Information Technology, or related field

WORK EXPERIENCE:

- 3+ years of experience in digital administration, including web analytics and search engine optimization