

# **J O B O P E N I N G**

## **INTERVARSITY PRESS**

430 Plaza Drive

Westmont, IL 60559

Phone: 630-734-4000 Fax: 630-734-4200

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*We are taking applications for this job as of May 12, 2017.  
Direct inquiries to Laura Klinkhamer, Website Administrator  
lklinkhamer@ivpress.com*

**See listing at [ivpress.com/jobs-and-internships](http://ivpress.com/jobs-and-internships)**

### **Purpose of InterVarsity Press**

**As an extension of InterVarsity Christian Fellowship/USA,  
InterVarsity Press serves those in the university, the church and the world,  
By publishing resources that equip and encourage people  
To follow Jesus as Savior and Lord in all of life.**

**JOB TITLE:** Web Assistant

**Supervised by:** Web Administrator

**Status:** Part-Time (20 hours), Non-exempt

### **PURPOSE:**

**To advance the purpose of InterVarsity Press, this position will** assist the Web Administrator and Creative and Customer Engagement department by maintaining content on the corporate website and other Internet properties.

### **MAJOR RESPONSIBILITIES:**

#### **Support corporate website content by:**

- Maintaining recurring and incidental content across ivpress.com, including author photos and cover images
- Creating ebook records on website as scheduled
- Publishing ebooks for purchase
- Ticketing recurring monthly projects
- Other content-related projects as assigned

#### **Support other internet properties by:**

- Pulling data from Mailchimp, Typeform, Wufoo and Instapage and adding data to project pages
- Uploading pdf files of the New Titles Catalog, Academic Catalog, and the book club Digest to scribd

**Participate in team and department activities by:**

- Attending and contributing to regular meetings
- Attending and contributing to special meetings and events such as Internal Sales Conference, IVP Day and Inventory Day

**QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith
- 1 to 3 years of experience in website support or data entry
- Working knowledge of either Macintosh *or* Microsoft Windows computer systems and basic office software applications (Word and Excel)
- Working knowledge of HTML and Adobe Acrobat (PDF manipulation), a plus
- Effective oral and written communication skills
- Attention to detail and deadlines
- Planning and organizing
- Customer-service orientation
- Demonstrated ability and commitment to work in a diverse team environment

Work schedule will revolve around the IVP calendar and business hours (normally Monday through Friday, 8:00–5:00). The 20 hours worked will be worked within these hours. This position will be expected to work in the InterVarsity Press office in Westmont, Illinois.