

WEBSITE COORDINATOR

Creative & Customer Engagement
Position Description

Supervised by: Website Administrator
Status: Non-Exempt, Part-time (24-28 hours)
Location: InterVarsity Press (Westmont, IL)

To advance the purpose of InterVarsity Press, this position will assist the Website Administrator by creating and maintaining content on the corporate website.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- Be a self-starter with a passion for web technology

Support corporate website content:

- Publish print, ebook and package product pages
- Add related material, such as videos, excerpts, and photos to product pages
- Organize image assets, including covers, author photos, interior photos, banners, etc.
- Update homepage and landing page graphics and content monthly
- Provide page stats as requested

Support campaigns and promotions:

- Update weekly promotion page
- Create campaign pages and deliverables
- Create clearance promo landing pages
- Create and update virtual conference pages
- Create redirects

Provide Website Maintenance:

- Unpublish product pages and promotions as needed
- Aid in testing of website updates
- Fix broken links
- Update pdfs on Scribd and website
- Document processes

Contribute to the effectiveness of the team:

- Work in partnership within the team and with other teams
- Perform office functions to support own work
- Stay current with computer programs IVP uses to support the above functions
- Attend workshops and classes as necessary

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- 2 to 4 years of experience in website support or administration
- Experience interpreting and writing HTML source code
- Knowledge of image formats and sizing for the web
- Experience with audio and video file embeds
- Experience using a content management system
- Experience creating web forms using logic
- Ability to work on a Mac and PC
- Ability to use project management tool
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop procedures for doing work
- Ability to work under the pressure of deadlines
- Open to learn new concepts, methods and skills
- A working knowledge of current Microsoft software applications (Word, Teams, Outlook, Excel, and PowerPoint) is preferred
- Demonstrated ability and commitment to work in a diverse team environment

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)