



## JOB DESCRIPTION

**Position Title:** Part-time - Front End Web Developer

**Campus:** Mesa

**Reports to:** Creative Director

**Status:** Part-time Non-exempt, 20 hrs/wk

**Position Summary:** Ownership of the status and condition of the website and its content. This is achieved through monitoring the web presence as a whole, communicating with ministries on upcoming events, and cultivating the knowledge and expertise that ministries have to use as tools for the website. Core principle of the position is to exist for the purpose of furthering the churches utilization of relevant web resources.

**This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.**

### Responsibilities:

- Maintain information accuracy of external website.
- Assist and train personnel, joyfully, in utilizing tools for web content creation.
- Monitor web presence end to end.
- Assist in web content creation when needed.
- Manage large scale electronic communication, email and social media.
- Design web software solutions with and for ministries, build solutions when able.
- Other duties as assigned.

### Knowledge, Skills and Experience Required:

- Familiarity of large scale content/relationship management systems.
- Knowledgeable or proficient in major and relevant web technologies.
- Market awareness as to what tech tools are available and their capabilities.
- Customer service experience required namely frustrated and or irate customers.

### Role model in personal life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

### Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

**Physical Requirements:** While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear;. The employee must occasionally lift or move up to **twenty-five** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.