



Job Title: Webmaster

Reports to: Director of Marketing and Communications

Objective:

Management of the MPCS website (www.mtparanschool.com), athletics site, and integration with database and related sites. Must be proactive and dependable entry-level Web Programmer with creative vision, technical know-how, and superb work ethic. The ideal candidate will possess a deep knowledge in a variety of computer languages as well as the principles and techniques of website construction and maintenance. The position requires an eye for detail and a propensity for multi-tasking. He/she must ensure the effectiveness and usability of the MPCS web-based resources according to current visual and functional trends.

Qualifications:

Bachelor's degree in Computer Science, Information Technology, Interactive Media, Web Development or a related discipline. Web programming knowledge in HTML, CSS, PHP, UX; Understanding of HTML 5 and current security protocols and techniques relating to HTTPS protocols and SSL certificates. Familiarity with JavaScript, ASP, wireframe, or others. Working knowledge of Adobe CS graphic design software (Photoshop, Illustrator). Social Media, blog, Google Analytics, SEO, web content management, streaming video, or mobile app development knowledge a plus; **1-3 years of experience preferred.**

Physical Requirements:

Lifting and transporting boxes not exceeding 20 pounds; ability to stand for long periods of time while instructing; excellent hearing abilities; ability to transport students from one area of a building/campus to another.

Responsibilities:

- Accept the work at Mount Paran Christian School as a personal calling and identify themselves as ministers of the gospel of Jesus Christ.
- Comply with policies as stated on the Employee Contract and in the Employee Handbook while modeling appropriate Christian behavior in speech and actions.
- Maintain/improve/produce a relevant core school website, maximizing intuitive usability and visually engaging pages
- Manage the day-to-day operation of the school's websites, ensuring the functionality, navigation, and overall performance to meet the needs of the organization
- Work closely with website service providers, hosting company, or related web-management platforms
- Content management of website photography, video, accurate text, and timely information
- Maintain content support for athletics website
- Design and manage other MPCS web properties (athletics site, Hubspot templates, etc.)
- Help produce functional web news and distribution of weekly and monthly e-newsletters
- Work all with all departments and school organizations to keep content fresh and always current
- Integrate web platforms with MPCS database and learning management system tools
- Future development of mobile app and online e-commerce
- Demonstrate effective oral, written, and interpersonal communication skills
- Problem solve with positive attitude who can balance a wide variety of requests
- Serve needs of internal constituents and present online information effectively for prospective school families
- Be a reliable self-starter, initiator, willingness to help in a wide variety of online marketing challenges
- Demonstrate a high motivation level with strong drive to innovatively increase the school's online market share
- Must have the ability to work efficiently and collaboratively within a team environment
- Support of our Christian school mission, values, and professed faith in God
- Any other duties as assigned

To apply, please click on the link:

<https://mpcs.wufoo.com/forms/mpcs-employment-applicationfaculty/>

Please send any additional information (resume, transcripts, reference letters...etc.) to:

Mount Paran Christian School

Attention: Jodee Foster /Director of Human Resources

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Kennesaw, Georgia 30152

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www.mtparanschool.com