

# Website Manager

## ROLE INFORMATION

- POSITION TYPE:**  Volunteer  Full Time  Part Time
- TEAM:** Communications
- SUPERVISOR:** Director of Communications
- TIME COMMITMENT:** This position requires a **one-year commitment** with approximately 2 to 3 hours per a week
- IN-OFFICE/REMOTE:**  In-Office  Remote

## RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

## GENERAL ROLE DESCRIPTION

Reset180 is seeking a person who is passionate about using their web development skills to further our mission to prevent and disrupt modern-day slavery while restoring lives. The Website Manager is a volunteer role who is responsible for overseeing the administration, additional development, updating, and maintaining of the Reset180 external site (built on WordPress). This role will work closely with the Director of Technology and Director of Communications to ensure that the site continues to reflect the organization's mission and branding while maintaining best practices.

## RESPONSIBILITIES

- Learn about Reset180, the current design of the website, and branding guidelines of the organization
- Gather requirements and build new pages as needed following best practices while maintaining the feel and branding of overall site
- Respond to website requests for minor fixes in a timely manner
- Test and verify website updates in both desktop and mobile views
- Maintain updates to WordPress and plugins
- Maintain and update security features of the site
- Research and install plugins and integration tools to further organization mission and to enhance business processes
- Update the administration documentation as needed with new tools, processes, best practices, configurations, etc

## QUALIFICATIONS AND REQUIREMENTS

- Has experience designing, developing, and maintaining websites
- Proficient in using WordPress. This includes but not limited to: knowing how to navigate around WordPress dashboard, creating and editing pages, installing plugins, creating pages that look good on both desktop and mobile, how to update header, footers, and sliders, and using SEO
- Proficient with HTML and CSS

- Familiarity with creating DNS entries and how website building platforms connect to hosting platforms
- Knowledge of best practices for web development, website administration, and website security
- Preferred experience in setting up integrations with other websites, applications, and tools
- Preferred experience with JavaScript or another programming language
- Must be able to commit to approximately 2-3 hours/week for a one-year period
- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app
- Submit and pay for an online background check: currently \$18.50 (This is because we work with victims of crime, all our volunteers must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual