



Women CyberSecurity Society (WCS2)

Job Description: **Technical Website Developer**

Type: Volunteer / Unpaid

Reports to: CEO / Director of Operations

Location: Remote

Start Date: June 15, 2023

Weekly Hours: 5-10

Position Overview:

The Women CyberSecurity Society is seeking a highly motivated and skilled **Technical Website Developer** to join our team as a remote volunteer. This role will play a crucial role in creating and maintaining our organization's websites, ensuring a seamless user experience and engaging content for our community of members as directed by the leadership team.

Responsibilities:

1. Website Development: Collaborate with the Marketing and Communications team to design, develop, and maintain the Women CyberSecurity Society's website using platforms such as WordPress, GoDaddy Builder, and other relevant tools.

2. Content Development: Create and update website content, including written copy, images, videos, and other media, to ensure the website remains current, informative, and visually appealing.

3. User Experience Enhancement: Continuously improve the user experience of the website by implementing user-friendly navigation, responsive design, and intuitive features.

4. Technical Troubleshooting: Identify and resolve website issues, including bugs, broken links, and compatibility problems across various browsers and devices.

5. SEO Optimization: Minimal optimization of website content and structure for search engine visibility, implementing best practices for on-page optimization, keyword research, and meta tags. Make work with SEO-SEM lead.

6. Performance Monitoring: Track and analyze website performance metrics, such as page load speed, bounce rate, and user engagement, using tools like Google Analytics.

7. Security and Maintenance: Regularly update and maintain the website's security, backup data, and ensure plugins, themes, and other components are up to date.

8. Collaboration and Communication: Coordinate with cross-functional teams, including Marketing, Design, and Content, to align website development efforts with organizational goals and campaigns.

9. Documentation: Document website development processes, guidelines, and best practices to ensure knowledge transfer and continuity within the organization.

Requirements

- ★ Strong experience in website development, including proficiency in WordPress and GoDaddy Builder.
- ★ Familiarity with web development languages such as HTML, CSS, JavaScript, and PHP.
- ★ Demonstrated ability to create visually appealing and user-friendly website designs.
- ★ Experience with content development and management systems.
- ★ Knowledge of search engine optimization (SEO) best practices.
- ★ Proficient in troubleshooting and resolving technical issues.
- ★ Strong attention to detail and ability to deliver high-quality work within deadlines.
- ★ Excellent communication and collaboration skills.
- ★ Passion for promoting women in the field of cybersecurity and supporting nonprofit organizations.

Note: This is a volunteer role, and no financial compensation will be provided. However, you will have the opportunity to make a meaningful impact on the Women CyberSecurity Society's mission and collaborate with a dedicated team of professionals in a remote setting. Some training will be provided, and there are many other benefits to volunteering.

If you are interested in applying for this role, please submit your resume and a portfolio showcasing your website development projects to volunteer@womencybersecuritysociety.org. We thank all applicants for their interest, but only those selected for an interview will be contacted.