

Website Administrator - Volunteer/Intern

Organization: Catholic Engineer Corps (CEC), <https://catholicengineeringcorps.org>

Impact on Catholic Engineering Corps' (CEC) mission + vision

The volunteer will have the opportunity to powerfully impact the work of CEC as well as the entire international development community in bringing sustainable engineering projects to communities in need by helping on real projects which serve the least of these. We are looking for a Website Administrator to maintain CEC's website and assist members with any technical issues. In this role you'll be a key contributor to the expansion of CEC, which is dependent on a powerful web presence to thrive, and to the creation of new projects and partnerships. To do this successfully, you'll need to employ creativity, web skills and ingenuity.

Experience: 1 year preferred in website development, maintenance

Commitment: 8-12 hours minimum/week

Duration: 1 semester minimum (2-4 months)

Location: Preferred metro Denver, but remote okay (with potential Cameroon trip)

Reports To: Chief Executive Officer, Development Director

Responsibilities:

- **Website Maintenance:** Keeping the organization's websites up to date with the latest content, ensuring accuracy, relevance, and optimal performance.
- **Content Management:** Managing and updating website content, including text, images, videos, and other media.
- **Security Management:** Implementing and maintaining website security protocols, such as firewalls and encryption, to protect against cyber threats.
- **Performance Monitoring:** Tracking website performance metrics, such as traffic, load times, and user behavior, and identifying areas for improvement.
- **Troubleshooting:** Identifying and resolving technical issues that may arise, such as broken links, slow loading times, or errors.
- **User Experience (UX):** Ensuring the websites are user-friendly, easy to navigate, and provides a positive experience for visitors.
- **Technical Support:** Providing technical assistance to website users and resolving any issues they may encounter.

Specific Tasks:

- Managing domain names and web hosting.
- Backing up website data and implementing disaster recovery plans.

- Optimizing website pages for search engines (SEO).
- Analyzing website traffic using tools like Google Analytics.
- Collaborating with developers on website design and functionality.
- Developing and implementing website strategies to improve performance and user engagement.

Skills and Qualifications:

- **Technical Skills:** Knowledge of HTML, CSS, JavaScript, web servers, and web security principles.
- **Problem-Solving Skills:** Ability to identify and resolve technical issues quickly and efficiently.
- **Communication Skills:** Ability to communicate effectively with users, colleagues, and stakeholders.
- **Organizational Skills:** Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- **Analytical Skills:** Ability to analyze website data and identify areas for improvement.
- **Attention to Detail:** Ensuring accuracy and consistency in website content and functionality.
- **Adaptability:** Staying up to date with the latest web technologies and trends.

Benefits

- Hands-on experience in nonprofit marketing and donor development.
- Networking opportunities within faith-based and engineering communities.
- Opportunity to contribute to meaningful projects that make a real impact.
- Recommendation letter for future career advancement

Financial Commitment

Volunteers are encouraged to attend international projects they help with. Typical costs incurred by the trip include travel, accommodations, meals, visa, vaccinations, etc., usually \$2,500-\$4,500. We do have a fundraising platform and can assist you in this effort if you would like to raise funds from family and friends for the trip.

Time Commitment

Minimum of 8 hours/ week, 120-hour minimum (duration can match semester/summer length)

Commitment Duration

Duration can be from 8 weeks to 20 weeks, depending on time availability of the volunteer.

Location

While it is ideal for the volunteer to be located in Metro Denver for regular meetings, remote location could work with a highly self-motivated person.

Application

To apply, please send the following to: info@CatholicEngineeringCorps.org.

1. Your resume
2. Your cover letter
3. Copy of your qualifications (If applicable)

In your mail, please:

1. Put **"Website Admin"** as the subject line
2. Specify the dates you would be available to volunteer (starting date and length), as well as hours commitment per week.
3. At the end of the email, copy-paste the link of the announcement you are responding to

If the application includes all of these, we will get back to you in a maximum of 48 hours.