

Website Content Management

Islamic Foundation is looking for a dynamic, self-motivated individual with experience and skills in Website Content Management, writing and editing for the web, graphic design and site management. The website content manager will be responsible for managing Islamic Foundation's website. The Website Content Manager will work proactively to get content from various stakeholders at the Islamic Foundation and actively post and update content.

Responsibilities

- Create, develop and manage content for organization's web presence requires working with with various stake holders (Board of Trustees, Chairperson of Committees, and various groups within Islamic Foundation)
- Keep the Islamic Foundation Website current with latest posts and information
- Maintain a consistent look and feel throughout the website
- Copyedit and proofread all web content
- Assure web-based information is archived for future needs and reference
- Track and report on all site metrics

Required Skills

- Exceptional communication and organizational skills
- Experience in WordPress
- Advanced knowledge of HTML and experience editing and modifying website through the back end interfaces
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Basic Adobe Photoshop skills
- Proven ability to build consensus and work effectively within a cross-departmental team
- 3-5 years' experience managing content and publishing websites
- Webmaster Certification