

Position Announcement

Junior Webmaster (NSVRC)

Job Title: Junior Webmaster

Division: National Sexual Violence Resource Center

Department: Communications Team

Reports To: NSVRC Communications Director

FLSA Status: Full Time, Exempt

Work Hours: Regular Business Hours: on-site position with a hybrid work schedule, two days in Harrisburg PA office per week

Travel Expectations: Limited travel required

Salary Range: \$51,000-55,000

Position Summary

The National Sexual Violence Resource Center is a division of Respect Together, a mission-driven organization working to eliminate sexual abuse, assault, and harassment. We operate multiple websites that support our programs, outreach, and education efforts. The Junior Webmaster is responsible for managing the technical operations of our websites. This position will work closely with web developer consultants responsible for front-end and back-end development, ensuring that all websites are functioning smoothly, secure, and accessible for users with disabilities. Additionally, the Junior Webmaster will train staff across the organization in basic website content management, empowering them to contribute high-quality content to our platforms and keep them up to date. The Junior Webmaster will also develop and maintain website standards and guidelines to ensure consistency and best practices across all web properties. **This is an on-site position with a hybrid work schedule requiring 2 days in our Harrisburg, PA office per week.**

Job Responsibilities

- **Website Maintenance:** Oversee the day-to-day maintenance of multiple websites, ensuring all systems are running smoothly and efficiently.
- **Liaison With Developers:** Work with external consultants on front-end and back-end website development, providing feedback and coordinating updates, troubleshooting, and improvements.
- **Technical Support:** Troubleshoot and resolve website-related issues (e.g., broken links,

site speed, hosting problems), ensuring prompt and effective solutions.

- **Security and Performance:** Monitor site performance, implement security measures, and ensure regular updates to plugins, themes, and other technical components.
- **Staff Training:** Train and support staff across the organization on basic website content management, including how to upload and update content, including webpages, blogs, databases, photos, videos, podcasts, and documents.
- **Capacity Building:** Collaborate with staff to increase their ability to produce high-quality, engaging website content that aligns with brand standards and messaging.
- **Content Management:** Assist with basic content updates and quality control to ensure all content is accurate, up-to-date, and visually appealing.
- **Website Standards Development:** Create and maintain website standards and instructions, including guidelines for formatting, posting, and managing content to ensure consistency and best practices across all websites.
- **SEO and Analytics:** Monitor website traffic and performance using Google Analytics and other tools; support SEO efforts to enhance the visibility of our websites.
- **Accessibility:** Ensure all websites meet accessibility standards (ADA, WCAG) and provide an inclusive experience for all users.
- **Backups and Data Integrity:** Coordinate with the IT department to ensure regular backups of all websites and proper data integrity for forms, donation platforms, and other critical components.
- **General:** Participate in regular team and staff meetings and trainings. Support communications team projects, including our marketing and outreach plan and annual Sexual Assault Awareness Month (SAAM) campaign. Other duties may be assigned.

Supervisory Responsibilities

This position directly supervises 0 positions, but may be responsible for supervising students, interns, and volunteers. This position will manage consultant contracts.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) in web development, information technology, or related field from a two-year college or other related certificates, continuing education, and experience.

Required: Two years of experience managing websites. Basic understanding of web development technologies (HTML, CSS, JavaScript); proficiency with Drupal and WordPress content management systems; and familiarity with website hosting, domain management, and SSL certificates. Knowledge of website accessibility standards (ADA, WCAG), security best practices, and performance optimization techniques. Experience with Google Analytics, SEO, and monitoring website performance. **Preferred:** Experience working with front-end and back-end developers. Basic knowledge of graphic design software (e.g., Adobe Photoshop) or

design tools.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

- Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
- Must be a self-starter who can work within a team and fast-paced environment and handle various tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
- Excellent oral and written communication skills. Must possess excellent project management, organizational, and negotiation skills. Excellent customer service skills.
- Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain a cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals, and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
- Must have proficiency with the technology necessary for the functions of the position, including: **Microsoft Office 365 (particularly Outlook, Teams, Word, and Excel), Google Analytics, Content Management Systems (particularly Drupal and WordPress), HTML, CSS, JavaScript, and website hosting and domain management.**
- Accept and abide by the mission and core values of Respect Together.
- Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within the first year of employment.
- A Pennsylvania driver's license and vehicle are not required for this position.

Certificates, Licenses, Registrations

Not applicable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **February 17, 2024**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.

- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

Respect Together understands sexual violence as a social justice issue and works to prevent and respond to sexual harassment, abuse, and assault within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.