



THE CENTRE FOR BIBLICAL FORMATION
NOTRE DAME DE SION • JERUSALEM

the bible • the people • the land

JOB POSTING for WEBMASTER (Part-Time)

<https://www.biblicalformationcentre.com>

Oct 28.20

The Centre for Biblical Formation has been providing high quality biblical education and faith formation in the Holy Land since 1982.

JOB DESCRIPTION

- Reports to the Director of the Centre for Biblical Formation (CBF)
- Develop and maintain the online web presence of CBF
- Design and implement new, fresh content that is both attractive and functional
- Design and build new web pages/content areas as requested
- Design and build a new or revised website. (timeline established with the Director)
- Monitor the performance of the live website to ensure proper functionality.
- Regularly update routine web content as needed
- Provide technical assistance for online programming, e.g. Zoom
- Support marketing and communication activities through the production of graphics for web and print, e.g. brochures, course flyers, advertising materials
- Provide statistical data on site use
- Assist with maintenance of CBF database

QUALIFICATIONS

- Formal training in web design and maintenance, e.g. college-level diploma/certificate or continuing education courses in Web Design and Development, strongly preferred
- Professional background in graphic design
- Knowledge of Wix platform (presently being used)
- Proven experience and demonstrable skills with a strong portfolio
- Proven experience, as demonstrated by a portfolio of work and/or links to custom web content created by the candidate.
- Up to date with the latest Web trends, techniques, and technologies
- Experience in responsive design for various devices, e.g. computers, phones, tablets
- Knowledge and understanding of digital marketing
- Skill in creative visual design
- Knowledge of copyright requirements
- Time Management and Communication skills
- A second language is an asset

OFFICE LOCATION:

N/A

POSITION TYPE:

Part time (up to 25 hrs. per month), 1-year contract (renewable)

START DATE:

As soon as possible

ACCOUNTABILITY:

Reports to the Director of CBF

STIPEND:

TBD

APPLICATION DEADLINE:

February 1, 2021

To apply for this position, send your application to: director@biblical-program.com

CBF is committed to diversity in the workplace and welcomes applications from qualified candidates. CBF thanks all applicants for their interest, however only shortlisted candidates will be contacted.