



## Communications & Web Development Coordinator

**Position:** Communications & Web Development Coordinator

**Classification:** Full-time, Exempt

**Supervisor:** Director of Development & Public Relations

### Position Summary:

The Communications and Web Development Coordinator is responsible for providing a refined and engaging user experience for the Mission's three websites, generating new traffic through SEO and Google Ads, coordinating integration with digital partners, and organizing data analytics. This position manages the organization's email distribution database and produces content for email blasts, donor communications, and newsletters.

### Duties:

- Produces content for appeal and thank-you letters, email blasts, and newsletter stories
- Manages Mailchimp database and provides monthly reports
- Copyedits content for the executive director and Mission staff
- Oversees the user experience of all Mission websites including layout, functionality, content, plugins, payment platforms, partner integrations, troubleshooting, and more
- Helps facilitate SEO needs
- Ensures client application automation and integration
- Creates and manages content for Google Ads
- Manages Google Analytics reporting and partnership access
- Performs other duties as assigned

### Skills & Abilities:

- Excellent verbal and written skills
- Highly organized and detail-oriented
- Ability to work independently and in a team setting
- Extensive knowledge of Wordpress platform and Divi Theme Builder

### Qualifications:

- Bachelor's degree or 5 years of experience in communications, computer science, or a related field
- Experience in a nonprofit setting preferred
- Must have a valid driver's license and transportation
- Must be able to accommodate work schedule changes