



JOB TITLE: Web Development and IT Specialist (Full Time) Information Technology/Creative Design Team

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences for all students in California, with a focus on English Learners in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial and linguistic backgrounds.

POSITION DESCRIPTION

The CABE Web Development and IT Specialist will be responsible for the development and maintenance of the front & back end of CABE websites and support the CABE Information Technology and Creative Design team and the whole CABE organization. This position reports directly to the CABE Information Technology and Creative Design Manager.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support CABE's vision of biliteracy, educational equity, and 21st century success for all, and the implementation of the CABE Strategic Plan.

Tasks and Duties

- Update and maintain CABE websites to represent all programs and resources
- Use Adobe Creative Cloud Suite proficiently and effectively
- Create, update and maintain CABE websites with Word Press platform ensuring functionality and efficiency
- Procure, recommend and install WordPress plugins and updates
- Use HTML and PHP coding to modify and adjust web pages
- Perform website backups and assist with disaster recovery efforts
- Consistently test websites across browsers, operating systems and devices
- Monitor and report on online traffic trends and visitor statistics
- Administer domain hosting, domain registration and domain cPanel
- Support development and implementation of new computer projects and new hardware installations
- Use Adobe Photoshop and Adobe Illustrator to draw and create images from scratch
- Use Adobe Photoshop and Adobe Illustrator to manipulate, enhance and compress images for both web and print use
- Provide peripheral and media device support and training at the end user and group levels

- Provide technical and helpdesk support to CAFE team using CAFE’s online ticket system
- Support the creating and posting of email blasts and social media posts
- Create materials for branding, online marketing and promotion
- Set up and support video conferencing
- Prepare and provide support at the CAFE conferences and other events
- Perform other duties as assigned

JOB REQUIREMENTS

- Experience in working in direct contact with office colleagues as well as in an office environment
- Strong design and technical background in web design, video & photo editing, desktop publishing, Adobe CS Suite, Mac platform, scanning, typing, Microsoft Office 365, social media applications, troubleshooting and help desk support
- Over 5 years of experience working with Microsoft Office 365, InDesign, and designing flyers, brochures, logos and promotional materials.
- Experience providing training on software, hardware and peripheral use
- Experience posting on social media platforms on behalf of an organization or business
- Ability to work and multi-task in a fast-paced environment
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations
- Willing to travel to various schools, districts, and conference/event locations
- Ability to work a flexible schedule inclusive of extended hours and some weekends
- Physical abilities include standing and sitting for extended periods, speaking/hearing, near and far visual acuity, normal field of vision, pushing/pulling, lifting, reaching, carrying (up to 25lbs.), fine manual dexterity

INTERPERSONAL SKILLS

- Continue to develop and strengthen CAFE’s professional profile and customer service
- Work collaboratively within and across departments, as a team player who listens and is ready to learn
- Address new challenges and projects with a positive, innovative and solutions-based approach
- Ability to work independently, interdependently, and collaboratively with a variety of individuals and groups
- Ability to communicate effectively verbally and in written form

QUALIFICATIONS

- Meet job requirements as listed above
- 5+ years of experience and technological expertise in Microsoft Office 365, Adobe InDesign, Illustrator, and Photoshop, social media, email campaign software (e.g. Simple Send, Mail Chimp, Constant Contact), databases, etc.

- 5+ years of experience working on website design
- Thorough functional knowledge and coding experience in HTML/XHTML and CSS
- Knowledge and experience of Search Engine Optimization
- Possession of a California Driver's license with reliable transportation
- AA Degree, certificate in IT/web development or work experience equivalent
- Proficient command of English/Bilingual preferred

SALARY

- Base Salary--\$40,000/yr., non-exempt
- Complete insurance coverage – medical, dental vision, life
- 403 (b) with employer contribution

To apply, please complete an application at:

<https://fs3.formsite.com/cabefrms/form155/index.html>

DEADLINE TO APPLY: OCTOBER 19, 2018