



Oblate Service Corporation

Missionary Association of Mary Immaculate - USA

JOB OPENING

The Missionary Association of Mary Immaculate-USA, a division of Oblate Service Corporation, is seeking applicants for a Full-Time Website Coordinator. The Oblate Missionary Society, Inc. is a nonprofit mission development and fundraising office, located in Belleville, Illinois and San Antonio, TX.

POSITION: *Website Coordinator*

The Website Coordinator assists, initiates, and oversees the administration, development, design and maintenance of organizational websites and online digital marketing efforts for Missionary Association of Mary Immaculate-USA and other supported Oblate organizations. This position requires collaborating and coordinating with the Fundraising department and supporting Oblate entities to proactively design, manage, and update online content ensuring compliance and consistency.

Full-Time- Exempt **Location-** Belleville, IL or San Antonio, TX

Essential Duties and Responsibilities

1. Use content management systems (WordPress) and other digital platforms to create, publish, maintain, and review approved content to websites and digital platforms.
2. Assist the Digital Marketing Supervisor in the administration, development, testing, implementation, and troubleshooting of WordPress sites and blogs. Provides daily maintenance of organizational supported websites.
3. Works on cross-functional teams to implement website changes, implement digital marketing efforts, and pursue social media initiatives in raising funds for supported Oblate organizations.
4. Responsible for deployment, monitoring, sending of targeted email marketing campaigns.
5. Assists setting up landing, donation, and product/premium web pages. Critique the accuracy of all information and navigation, including copy, images, and coding for all newly developed pages.
6. Assists in managing and publish photo galleries, audio interviews and video galleries. Use webpages for cross-promoting and sharing resources with social media.
7. Automate posts of daily content using Hootsuite, or other applicable tools.
8. Assists in creating, updating, and maintaining website menus and navigation structure.
9. Assists in creating, updating, and maintaining online registration forms on supported websites.
10. Update/troubleshoot CSS styles and scripts.
11. Create print-friendly website redirects (vanity URLs) for promotional materials.
12. Ensure date-sensitive content is updated or deleted as applicable.
13. Troubleshoot errors, update outdated links and correct text mistakes.
14. Continually develops skills in order to utilize latest technologies in the support organizations digital marketing and website efforts.
15. Checks organization e-mail box throughout the day and routes to proper department.
16. Documents procedures for business continuity.

Education and/or Required Experience

- High school diploma and a certificate or an associate degree in web/digital marketing or computer-related field.
- 1+ years of professional experience in web/digital marketing or computer-related field (internships & project work will be considered)
- Intermediate to advanced skills in web content management systems (WordPress, MailChimp, Hootsuite, etc.)

- Intermediate to advanced skills in HTML/CSS.
- Intermediate to advanced skills with Microsoft Office products (Word, Excel) and Adobe Acrobat Pro.
- Good troubleshooting skills. Ability to apply existing knowledge and logic to new situations.
- Strong understanding of Google Analytics and deploying SEO strategies is a plus.
- Intermediate to advanced skills in JavaScript is a plus.
- Proven success in working independently and or within a team.
- Good written and oral communication skills.

Interested candidates should send resume and salary requirements to:

Diann Donjon at ddonjon@omiusa.org or Magda Valdez at mvaldez@omiusa.org

Employee referrals are welcomed.

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