



<b>Title</b>	<i>Web Coordinator</i>
<b>Department</b>	IT/Web
<b>Reports to</b>	Director of IT/Web Services
<b>Hours</b>	<i>9:00 am – 5:00 pm</i>

### Job purpose

ISSA is looking for a self-motivated, super-organized, task-oriented individual to join our team. This Web Coordinator’s responsibilities will work closely with our Web, Media, and Marketing team to manage assets across our 30+ websites.

### Description

The Web Coordinator will be part of a dynamic team of IT/Web professionals who are pushing the envelope of modern web capabilities. This person will be responsible for several key initiatives related to ISSA’s mission including overall management of the Content Management System (CMS), web taxonomy strategy, webpage creation, implementing visual elements and managing 3rd party tools on websites.

This individual will work closely with all departments to ensure content and features are updated in a timely fashion.

### Primary Duties and Responsibilities

- Basic knowledge of WordPress or other Content Management Systems (CMS)
- Embedding/posting of videos, PDFs, and other member and non-member materials
- Experience or interest in visual web design (UX) as content will need to be posted in a visually appealing manner.
- Basic knowledge of HTML5/CSS3 creation and editing; or a willingness to learn
- Basic knowledge of developing Site Maps, understanding the process of design creation through to implementation
- Basic understanding of site architectures, CMS component structures, Google Analytics, and UX
- Responsibility for posting content on all ISSA websites, and for creating, editing, posting, updating, and cleaning up content working within our CMS system
- Knowledge of photo editing tools and/or Adobe Creative Suite (specifically Photoshop, Dreamweaver)
- Understanding of web best practices
- Ability to optimize content to be SEO friendly
- Willingness to consult with internal stakeholders on how best to execute their content and strong commitment to team goals and objectives

- Ability to track metrics for various platforms, such as websites, as needed
- Must be able to communicate/respond to internal staff requests in a clear and effective manner
- Manage all backend of forms, including updates
- Will work closely with all departments on their content needs.
- Improving site speed, loading, assets, integrations and examining new tools to implement (Chatbots, messaging, and more)
- Design, modify, develop, test webpages
- Other duties as necessary

### Qualifications

- Self-motivated
- Tech-savvy
- Strong written communication skills
- Experience with WordPress or other CMSs
- Association experience a plus

### Working conditions

This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position **may** also be required to attend annual trade show for a week which will consist of travel and overnight stay.

### Direct reports

No direct reports.

*ISSA is an equal employment opportunity company.*

ISSA • 3300 Dundee Road, Northbrook, IL 60062 US • 800.225.4772 (North America) • 847.982.0800 •  
issa.com