



Position: Website Manager

Position Reports To: Department Manager

Division: Operations

Location: Home-based

Status: Full-time

FLSA: Exempt

Supervisory Position: No

Job summary:

The website manager will maintain web content and design to ensure that the WoodWorks website (WordPress) is functional, accurate, and up to date. The website manager will also act as project manager for the WoodWorks Innovation Network (WIN) website (custom CMS) and integration with its paid-membership program.

Essential Job Functions:

- Maintain and optimize web content and design to ensure that the website is functional, accurate and up to date
- Identify useful site performance metrics utilizing Google Analytics and Google Data Studio; work with team to establish benchmarks
- Monitor web traffic statistics and report findings
- Utilize Eventbrite to maintain online events calendar and registration functionality on website
- Manage projects related to the backend development of WIN (a custom Content Management System)
- Work with WIN developer to resolve issues & implement improvements to the site
- Troubleshoot problems in WIN & assist members as needed

WoodWorks | Wood Products Council

1101 Pennsylvania NW, Suite 300
Washington, DC 20004

woodworks.org
info@woodworks.org



Qualifications/Skills/Knowledge:

- Thorough understanding of website design and administration
- Working knowledge of WordPress, Google Analytics, and Google Data Studio
- Technical proficiency in web-based software and ability to quickly learn our custom content management system, e-comm system, email onboarding system and how they work together.
- Strong analytical and problem-solving skills
- Strong verbal and written communication skills
- Excellent time management skills and ability to work on multiple projects and teams
- Proficient with Microsoft Office Suite, Adobe Creative Suite, and other related software
- Must be comfortable working both independently and as part of a collaborative team

Education and Experience:

- Bachelor's degree in Business, Digital Marketing, Web Development, or related fields preferred
- At least two years of related experience

To apply: Please e-mail your resume to careers@woodworks.org along with an explanation of why you are interested in the position and why you feel you would be successful in the role.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER WoodWorks – Wood Products Council is an active Equal Employment Opportunity Employer, M/F/D/V. We welcome men and women regardless of race, color, national origin, religion, age, sex, disability, veteran status or other category protected by law.