

Website Designer & Technician

Position Description - October 2020

Do you have experience creating beautiful and functional websites using Elegant Themes (Divi) and Wordpress? Are you an expert at troubleshooting plugins, Wordpress, website speed & up time, and other common and uncommon website issues? Do you know how to manage DNS and Managed Wordpress hosting for website transfers, DNS changes, and such? If you can answer “Yes” to these questions, plus you have experienced implementing on-site SEO and maintaining general website health, then we want to talk to you!

You are a great fit for this position if you:

- Are experienced designing trendy and professional websites for businesses
- Are experienced implementing and recreating websites using Wordpress and Divi
- Are experienced transferring website hosting using DNS, CPanel and Managed WordPress
- Can successfully and quickly troubleshoot a variety of website problems including plugins, custom CSS,
- Understand on-site SEO implementation and maintenance, including using Google Search Console tools and other on-site SEO health software
- Routinely monitor and upkeep website health and functionality

You will thrive in this position if you are:

- A self starter
- Are able to clearly communicate with our clients
- Able to prioritize and complete a wide variety of tasks each day
- Unafraid of problem solving, trying new things, and experimenting

This position is full time, salaried. You need to be located in the USA and authorized to work. We're a fully remote team so working hours are generally flexible.

Our company values are Professionalism, Transparency, and Community and we're looking forward to adding a new member to our team.

To apply for this position:

- Submit a portfolio of websites for which you have been the primary designer in the last year
- Tell us how you would troubleshoot this issue: A client emails you letting you know that the welcome pop-up on their website has stopped showing and the banner image on their homepage is missing. When you go to the site, you see that in addition to the issues the client described, the header fonts have also changed.
- Send us a resume
- Send a letter of interest that describes your experience related to this position and why you are the right choice.