



Zender Environmental Health and Research Group

<http://www.zendergroup.org>

Tel: 907-277-2111

Fax: 1-877-335-6780

400 D St. Suite 200, Anchorage AK 99501

Job Title: Web Developer

Temporary position. 50-80% time.

Location: Anchorage

FLSA Status: Non-exempt.

Reports to: Deputy Director

Summary of Position: This position is responsible for designing, coding and modifying websites, from layout to function, and according our groups specifications. Strive to create visually appealing sites that feature user-friendly design, clear navigation, and accessibility by Rural Alaska (slower internet speeds). This is a temporary position and will finish on September 30th, 2020. It is possible that this position will continue after this date but is unknown at this time.

Primary Responsibilities, Duties, and Needs of the Position:

We have four websites that need updating/overhauling:

<http://tribaltoxics.org/>

www.zendergroup.org

www.907swat.org

www.backhaulalaska.org

This position would be responsible for recommending alternative platforms for these sites that will be relatively easily updatable by managerial staff going forward. The menu structure will need to be changed for each site. Embedding a blog is needed in at least one of the sites, and video in one or more of the sites. The position will be responsible successfully implementing and managing substantial content changes and additions to these sites and changing the general layout of each site. Some of the sites will require basic data entry pages, allowing user friendly data input which populates a backend spreadsheet or database. Additionally, the position will update our social media platform presence.

Additional Responsibilities & Duties:

Potentially addressing additional tech needs in our office, including maintaining laptops and computers, researching cloud platforms, setting up a group online calendar, and other general tech needs that come up.

Background, Skills & Abilities Required:

- Candidate must have a strong understanding of UI, cross-browser compatibility and web standards.
- Thorough functional knowledge and coding experience
- Optimize website for maximum speed and efficiency
- Experience with creating blogs
- Experience with coding user friendly web forms to collect user input (spreadsheet or database)
- Familiarity and experience working with Wordpress and Dreamweaver or similar
- Experience managing website redesigns



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- Proven working experience in web programming
- Experience designing websites that are responsive and accessible (mobile and tablet friendly)
- Ability to take and give direction gracefully
- Ability to multitask with strict time constraints, budgets and organization goals
- Strong communication skills
- Dedicated team player

Preferable, but not required:

- Tribal or Rural Alaska experience

Physical demands: Primarily an office position.

Work environment: Downtown office, baby-friendly, people-friendly, casual dress. We are a small organization and may allow a high portion of work to be tele-commute.

Notes: 1. ZEHRG is supportive of rural Alaska community development. We may be able to accommodate full-time tele-commuting for extraordinarily-qualified individuals living in an off-road rural community. 2. *This organization is an at-will employer.*

Benefits: Generous personal leave & holiday pay, annual COLA

Salary: Competitive, depends on experience and hire level

Application Instructions: Email or fax resume, cover letter, and contact information for 3 references to Lynn Zender, Executive Director, email: hr@zendergroup.org or fax: 877 335 6780. Please also include sample websites you have designed, or a portfolio. Please do not hand-deliver.

Position opens January 17, 2020 and closes once position is filled or is no longer available. Review of applications begins January 24th, 2020. Highly qualified candidates will be contacted within 2 weeks of application submittal.

Position funded by an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.