

# Gospel Outreach

## Job Description

### Webmaster

**Reports to:** Director of Marketing

**Summary:** The webmaster is responsible for maintaining and managing Gospel Outreach's website, insuring its functionality, security, and user experience.

**Duties and Responsibilities:**

- Ensure that the website is operational, user-friendly, and up-to date at all times.
- Oversee the publication of website content, including blogs, articles, and multimedia. Remove outdated or broken links.
- Troubleshoot and resolve website issues promptly. Monitor website performance and implement improvements and needed.
- Review and implement search engine optimization strategies to enhance website visibility and traffic.
- Work closely with web developers, designers, and marketing team to align website content with GO's goals.
- Implement security measures to protect the website from cyber threats and ensure data integrity.

**Essential Knowledge, Skills, and Abilities:**

- A passion for the mission of Gospel Outreach
- Strong knowledge of web programming languages and experience with content management systems
- Ability to analyze website performance metrics and user feedback to make informed decisions for improvements
- Quick and effective troubleshooting abilities to resolve technical issues
- Excellent verbal and written communication skills to collaborate with the team
- Attention to detail/strong focus on accuracy in content and functionality.

**Schedule:** Flexible