

## Contract Web Developer Job Description — December 2017

### Summary:

The Maker Education Initiative (Maker Ed) is dedicated to providing educators and institutions with the training, resources, and community of support they need to create engaging, inclusive, and motivating learning experiences through maker-centered education. We work to make it possible for every educator in America—particularly those in underserved communities—to facilitate interactive, student-driven, and open-ended learning experiences for youth.

Maker Ed is seeking a contract Web Developer to aid in maintaining & updating its online presence. The Web Developer reports to the Communications Manager, and will work with them to maintain and update Maker Ed's website.

This is a remote, contract position, and candidates outside of Oakland, CA are welcome to apply.

### Responsibilities:

The responsibilities of the Web Developer will include ongoing monthly support of Maker Ed's online presence. (<http://MakerEd.org>)

This level of basic support and maintenance encompasses between 10-20 hours per month. Additional hours may periodically be negotiated for special projects, such as: updates and new category launches of the Resource Library; edits or changes to the website needed for major rebranding; or building new website sections for new programs and organization initiatives. Full responsibilities include:

#### Website Maintenance:

- Providing continued management and oversight of Maker Ed's main website and network, on both the front- and back-end.
- General technical troubleshooting and timely bug-fixing when problems arise
- Wordpress management, including: version control, WPENGINE support, and related application and plugin updates
- As needed, making improvements and upgrades to the existing website infrastructure, to maintain compatibility with evolving technology, applications, and devices, and to support scaling of Maker Ed's programs and services.

#### Documentation & Training:

- Document ongoing website issues in Basecamp for Maker Ed's staff members

### Responsibilities (continued):

- As necessary, document new feature functionality and train Maker Ed staff members on new feature implementation
- Ensure continuity of knowledge by building out and maintaining Maker Ed's Support database

#### UI/UX Design:

- Act as a resource and expert for the Communications Manager & Maker Ed Directors on technical website-related questions
- As needed, iterate and improve on Maker Ed's existing website navigation, user experience, and design/layout

### Qualifications:

The successful candidate will be comfortable working remotely in collaboration with a small non-profit staff. The successful candidate will be able to set priorities in a fast-paced and quickly-changing environment and form partnerships across sectors in order to advance the mission of Maker Ed. The ideal candidate will be passionate about the Maker Ed mission and values.

#### Specific qualifications include:

- 2-5 years of experience working with Wordpress multi-site setups, including installing and updating Wordpress plugins
- Collaborative working style and a respect for the contributions of diverse stakeholders
- Capacity to attend biweekly check-in meetings (in-person or remotely) with Maker Ed staff members
- Bachelor's degree in computer science or equivalent work experience
- Knowledge of or interest in education or educational non-profits preferred

### Compensation:

This is a 6-month or 1-year long contract position, billed hourly, and eligible for renewal at the end of each contract term.

### To Apply:

Please submit a compelling cover letter and portfolio of past work to Maker Ed's Search Committee, by contacting [apply@makered.org](mailto:apply@makered.org), with "Web Developer" in the subject of your email.

The Maker Education Initiative is a project of Tides Center and is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

### **About the Maker Education Initiative:**

The Maker Education Initiative (Maker Ed) is a project of Tides Center and has as its mission to create more opportunities for all young people to develop confidence, creativity and interest in science, technology, engineering, math, art, and learning as a whole through making. They achieve their mission by ensuring that educators have the resources and support necessary to facilitate meaningful making experiences, organizations have the capacity to engage youth in making in formal and informal educational environments, and communities are equipped to lead and advocate for youth of all backgrounds to access making opportunities.