

Job Title: Web Development Manager

Reports To: Eric Petersen, Company Founder & President

Job Summary: The Web Development Manager will be responsible for website project management, fielding maintenance inquiries, and the overall satisfaction of our web development, marketing, and maintenance clients.

Responsibilities and Duties

- Responsible for fielding client calls and Email inquiries and working with our team to help build, fix and maintain our clients' websites.
- Responsible for the timely research and resolution of client-reported errors and issues.
- Working with our programmer to assign tasks, follow-up, and make sure they are executed quickly and efficiently.
- Ongoing communication with our clients to keep them updated and to help manage expectations.
- Assist with evaluating and defining the scope and requirements of various web development and maintenance projects.
- Responsible for basic front-end website modifications, typically using the WordPress platform and various plugins as needed.
- Provide thorough website testing and quality assurance to make sure all websites look and function correctly on various web browsers and multiple devices, including desktop computers, tablets and mobile devices.
- Monitor and follow-up on web development and maintenance projects to keep them moving toward a successful and billable completion.
- Bring creative and process improvement ideas to the team to help grow the company.
- Creation of supplemental graphics as needed for websites.

- Assist with occasional search engine optimization and copywriting.
- Provide weekly website updates to team members.
- Create documentation and provide training to clients as needed.

Qualifications & Skills

- At least five years of experience working with WordPress and associated plugins.
- At least five years of project management experience.
- Basic-to-Intermediate knowledge of web development technologies, including HTML, CSS and graphics file formats. This is not a programming job but the more you can do to help, the better.
- Basic working knowledge of graphics programs such as Adobe Photoshop, Illustrator or similar programs. Graphic design and layout skills are a huge plus.
- Working knowledge of Google Analytics to help articulate progress and success to our clients.
- Basic+ understanding of search engine optimization, including website structure, URLs, page titles, meta tags and various tools and technologies. The more you know and the more you can help, the better.
- E-commerce experience with WooCommerce and/or Shopify is a huge plus.
- Excellent oral and written communication skills.
- Extremely well organized and detail oriented.
- Ability to juggle multiple projects at once while keeping a cool head.
- Confident self-starter requiring minimal supervision.
- Ability to work from home or other remote location due to Covid-19.
- Available to work during normal business hours, Pacific Time. No moonlighters please.

Company Profile

Mission Web Marketing is a boutique website development and digital marketing agency located in Santa Barbara, California. We focus primarily on WordPress website and Ecommerce development, search engine optimization, and search engine marketing. We've been in business for over fifteen years and have worked with hundreds of web development and marketing clients during this time. You can learn more about us at <https://www.missionwebmarketing.com>.

If the above sounds like something you're interested in, we'd love to hear from you. Please submit an introductory letter, along with a resume, CV, or link to your LinkedIn profile, your salary requirements, and a list of professional references at <https://www.missionwebmarketing.com/jobs>. No phone calls please.