

Calvary Assembly of God
1099 Clay St.
Winter Park, FL 32789

Position Title: *Web Developer / Designer*

Department: Public Communications

Supervisor: Director of Public Communications

Work Hours: 40 hours per week/ hourly

Compensation: \$38,000 - \$42,000/yr plus fully paid employee benefits

Post Date: 8/8/06

Close Date: Until filled

Summary of Duties:

Responsible for the day-to-day maintenance and operation of the Calvary Assembly website and assures that all web pages comply with appropriate policies, guidelines, and standards. Coordinates web functions, monitors web activities, incorporates new technologies into the web site, and enhances existing web sites.

Essential Functions of the Job:

- Coordinate with Calvary Assembly Pastors, Church Administration, Web Site Advisory Team, and the Director of Public Communications to establish elements and priorities for web-site development.
- Create new web pages and update existing web pages as necessary.
- Provide excellent service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.
- Work within Calvary's CMS (Content Management System), assess new technologies for applicability to Calvary's ongoing website/communication needs.
- Consult with and assist Director of Public Communications in designing, developing, streamlining and maintaining web pages using HTML, **Active Server Pages (ASP)**, Java Script and other similar programming languages.
- Work with I.T. Director on issues of hardware/software that affect the web site.
- Coordinate with and train departmental personnel in use of Content Management System for web page design and maintenance.
- Implement graphics and theme elements into the website to correspond with Calvary's ongoing emphases.

- Coordinate with each department to obtain information for website, including Media Department for uploading audio and video files.
- Coordinate volunteers
- Coordinate all aspects of E-commerce and online event registration
- Assist Director of Public Communications & Graphics Department as needed
 - Weekly Bulletins
 - Flyers
 - Special graphics projects
 - Cover for Director of Public Communications when he/she is on vacation

All employees are expected to be cooperative and supportive of the vision of pastors as well as the entire staff, as we all work together toward the common goal of helping Calvary Assembly to fulfill it's destiny and mandate to *"Bring God and man together."*

Qualifications:

- Expertise in current internet standards, including web browsers and browser specifications.
- In-depth knowledge of current web markup or scripting languages: HTML, XHTML, ASP, CSS, Javascript.
- Extensive experience with at least one desktop publishing/imaging application in each of the following categories:
 - Photo Editing (Adobe Photoshop, Macromedia Fireworks)
 - Drawing (Macromedia Freehand, Adobe Illustrator)
 - Page Layout (Adobe PageMaker, Adobe InDesign,)
 - Presentation (MS PowerPoint)
 - Multimedia (Macromedia Director, Flash, streaming audio and video)
 - Others (Adobe Distiller/Exchange, GifBuilder, GifConverter, 3ds Max,
- Working knowledge of databases such as MS SQL Server and MS Access
- Experience with managing website content.
- Ability to learn new internet and authoring technologies relevant for website development.
- Strong background with one of the following operating systems and familiarity with the others: Windows (ME/2000/XP), Mac, UNIX (Linux).
- Working knowledge of networking technologies, including security and encryption on the internet, and basic networking concepts is a plus.
- Ability to clearly document all projects and to manage bug reports from Residential Computing staff efficiently.
- Effective verbal and written communication skills and the ability to interact professionally with a diverse group of users and support staff.
- Attention to detail is required.

Education and experience required

Bachelor's degree and 3 years experience in web design and development, including development of complex HTML documents with embedded graphics, forms, audio, video and script objects or high school diploma or GED with 7 years of such experience. Experience/training in graphic design/desk-top publishing will be helpful.

Language skills: Good command of the English language

Physical Requirements of the Job:

Typing on a computer

Calvary Assembly of God reserves the right to modify, interpret, or apply this job description in any way the Church desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will". The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

If interested please fax or email your resume to the contact information below.

Contact Information:

Contact Name: Desirae Arana

Phone: (407)644-1199 ext. 274

Fax: (407)571-0395

Email: humanresources@calvaryorlando.org