



Web Development Specialist Job Description

Title: Web Development Specialist

Type: Part Time Exempt (<26 hours)

Reports to: Operations Manager

Position Summary: Credit Builders Alliance (CBA) is seeking a part-time, full lifecycle web developer and site support specialist to support CBA's portfolio of marketing, training, and secure data transmission sites. In addition to the required technical skills, candidates must demonstrate excellent communications skills, documentation skills, and the ability to work independently with minimal supervision. Successful candidates will also possess the ability to research and advise relevant staff on potential options and help steer the direction of future development priorities.

Essential Duties:

1. Website Support (20%)

- a. Provide ongoing support for two WordPress sites (creditbuildersalliance.org and cbatraininginstitute.org), including an authorization-based, e-learning and resource library.
- b. Provide ongoing support for a Drupal site designed for secure user logins and sensitive data transmission.
- c. Respond to major outages or issues in a timely manner (within one business day when working).

2. Website Upkeep (40%)

- a. Proactively identify updates to the WordPress version, theme, plugins, and any additional changes in hosting or configuration.
- b. Work with the Operations Manager and other team members to identify and employ best practices in security including incorporating new tools or plugins as needed.
- c. Provide ongoing support for security updates and critical infrastructure to ensure the site is working.
 - i. Engage with CBA staff members on changes that will affect the user or administrator experience.

3. Development (20%)

- a. Manage development environments and ensure a consistent delivery of updates to the main sites.
 - i. Work with the CBA team to quickly resolve any user or administrator issues caused by upgrades.
- b. Develop new features as needed to meet CBA goals for integrations and improvements to the sites.

- c. Publish and support staff in publishing new content and learning modules to CBA websites, in accordance with CBA's style conventions.
 - d. Complete updates to the UI, pages, and functions within the Drupal site.
 - e. Manage changes in configurations for integrations with destination sites on the secure Drupal site.
- 4. Communication and Documentation (10%)**
- a. Provide ongoing communication and demos about updates to site, plans for future changes, and other issues that may arise.
 - b. Coordinate updates and fixes for sites along with third party vendors.
 - c. Maintain a version control repository of changes to the site, including documentation of major updates and key infrastructure.
- 5. Planning and Migration (5%)**
- a. Give technical guidance on potential plans for migration of the site to other platforms (including a Salesforce-based approach).
 - b. Aid in the research and evaluation process for updates to the site, new functions, and significant additions.
- 6. Other Duties as Required (5%)**

Qualifications and Essential Skills:

Required

- Significant experience with HTML, CSS, JavaScript, jQuery
- Familiar with authentication and authorization practices
- WordPress development experience, including site management and plugin management
- Familiarity with web hosting providers
- Experience with front-end technologies and a clear understanding of designing responsive websites across multiple browsers
- Experience with Drupal themes, modules, and architecture
- Experience with developing on multiple environments
- Experience with version control systems
- Excellent communications skills and the ability to keep relevant staff up to date on ongoing activities and new changes
- Clear documentation skills
- Significant track record of web development and support required
- 2-5 years experience required

Desirable

- Experience with PHP
- Experience with any of the following a plus: learning management systems, user portals, secure/sensitive data transmission portal
- Experience with Sensei LMS or other online LMS a plus
- Experience with Salesforce and managing/developing integrations with Salesforce

Location: CBA is headquartered in Washington, DC, but has remote staff located across the country including in Portland, OR; Colorado Springs, CO; Chicago, IL; Atlanta, GA; and Pittsburgh, PA. Due to the pandemic, all staff are currently working remotely. We welcome applicants from Washington, DC, however, this position can be done remotely from anywhere in the country.

Salary & Benefits:

Total Compensation is \$30.00 - \$33.85/hour up to 26 hours per week.

CBA offers generous holiday policies and prorated paid time off to part-time employees. CBA generally does not offer health or retirement benefits to part-time staff.

Equal Opportunity Employer: CBA is an equal opportunity employer. We celebrate the diversity and lived experiences of our community and are committed to creating an inclusive environment for all employees. Qualified persons are encouraged to apply regardless of their race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, or record of arrest or conviction.

How to Apply: For full consideration, candidates should provide a resume and cover letter that addresses the responsibilities and qualifications described above, and submitted by email to careers@creditbuildersalliance.org. Please include the job title "Web Development Specialist" in the subject of your email. We will begin reviewing applications on January 11, 2021.

About CBA: CBA is an innovative national nonprofit network dedicated to building the capacity of a diverse and growing network of hundreds of nonprofits (CBA members) across the country that help low- and moderate-income households build strong credit and other financial assets. CBA was created by and for our nonprofit members as a bridge to the modern credit reporting system to help millions of individuals with poor or no credit participate in the mainstream financial system by building credit. Learn more about CBA at www.creditbuildersalliance.org.