

**Job Title: WordPress Consultant****Location: Remote position**

[www.episcopalcharities-newyork.org](http://www.episcopalcharities-newyork.org)

**Organization Overview:**

Episcopal Charities' mission is transforming the lives of those in need. We provide critical funding and training to parish-affiliated outreach programs, equipping them for work that transforms lives and strengthens communities.

The ideal applicant for this position will be a self-starter who has created websites and used WordPress. Must be able to interface with non-technical staff to keep the site up-to-date and functioning properly. Expertise in cyber-security is a plus.

**Responsibilities**

- Monitor, update and maintain our WordPress website and associated plugins
- Troubleshoot and fix problems on website as needed
- Available with short notice (1-2 hours) to address emergent issues with website
- Ability to develop, test and troubleshoot across multiple browsers, platforms and devices, including smartphones and tablets to support a consistent and positive customer experience
- Oversees regular backup of the website

**Skills:**

- Excellent communication skills, both written and verbal
- English proficiency
- Self-Starter and independent worker

**Job Requirements:**

- Intermediate to advanced knowledge of WordPress
- Currently working with a portfolio of clients in a similar capacity or as a WordPress developer
- Working knowledge of HTML, CSS and JavaScript (jQuery)
- Patience and determination to help less technical users understand issues
- Reliable, dedicated and good time-management skills

For further information or to apply, please contact Elizabeth Starling at [estarling@dioceseny.org](mailto:estarling@dioceseny.org)