

**THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES**  
**WEB DEVELOPMENT ASSOCIATE**

**POSITION OVERVIEW:** The Web Development Associate is responsible for supporting the ongoing design, maintenance, and development of MECCA and MECCA affiliated websites. Other responsibilities include maintaining MECCA's online presence on a variety of platforms, providing ongoing technical assistance to all departments, and being available for special projects as assigned. Coordinating with MECCA's management team and program coordinators to ensure all website updates are properly identified and implemented is a central responsibility of this role.

**POSITION:** Web Development Associate  
**CLASSIFICATION:** Communications (Full-Time Non-Exempt)  
**REPORTS TO:** Director of Communications & Development

**KEY RESPONSIBILITIES:**

**Website Design, Maintenance, and Development**

- Works closely with the Management team to implement timely and accurate updates to the MECCA website and MECCA affiliated websites using Word Press
- Analyzes and tracks all relevant analytics, can present them in an understandable way for Management team
- Takes informational or marketing content and translates it into functional website design with the input and assistance of the communications team
- Assists in the creation of effective home pages, landing pages, emails, and other forward-facing materials to ensure they reflect MECCA's brand experience
- Proactively makes recommendations for site enhancements and improved user experience
- Test for functionality and usability to achieve a stellar user experience

**Online Presence**

- Manages all online charity profiles: Guide Star, Charity Navigator, and Orange County Non Profit Central
- Manages multi-user Eventbrite profile
- Manages the continuity and consistency of messaging on all online platforms
- Manages internal and external online resource libraries

**Technical Assistance**

- Assists with back end support for webinars and meetings through Zoom or other meeting software
- Researches new technology and suggests ways to expand MECCA's online footprint and drive growth
- Assists with the installation and implementation of work software
- Maintains working knowledge of products and/or services used by MECCA that may require technical assistance
- Assists with training and troubleshooting as needed
- Experience in interoperability between websites and cloud-based social services or electronic health record (EHR) systems preferred
- Knowledge of HIPAA privacy standards for data collected online preferred

**Other Duties**

- Creates and maintains an image library
- Creates and maintains a grants information library

**MINIMUM QUALIFICATIONS:**

- 2+ years of experience in website development (Required)
- Proficient in HTML, CSS, JavaScript, and developing responsive pages (Required)
- Expert-level experience and proficiency with Word Press (Required)
- Proficiency using Google Suite (Required)
- High school diploma required, higher education preferred

- Excellent project management skills
- Proactive in learning new technologies
- Self-motivated, disciplined, and able to work effectively as part of a team
- Stellar written communication skills
- Ability to manage multiple tasks and deadlines with attention to detail and follow-through

**COMPENSATION:**

\$25.00 / hr. - \$27.00 / hr.

**For consideration submit your Resume and Cover Letter to [rhiannon@ocmecca.org](mailto:rhiannon@ocmecca.org)**

*This description reflects management's assignment of essential functions. This job description is subject to change at any time. This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty. Diversity in organizational practices is a core value of MECCA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*MECCA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation. MECCA complies with all EEO and ADA guidelines.*