JOB TITLE

Project Leader

This position requires someone who is self-motivated and team oriented.

SUMMARY

- Assist, guide and lead projects from start to finish based on:
  - * Client goals
  - * Provided deadlines
- Work with a team to listen, collaborate and execute.
- Flexible schedule

DESCRIPTION

* Website development lead
  (including but not limited to)
  - * Layouts
  - * Menus
  - * Mapping structure
  - * General updates
* Comfortable and effective interacting with clients as needed for project clarity
  - * Site functions
  - * Email troubleshooting
* Strong consistent team communication
* SEO development
  - * Page level
    - * Keywords
    - * Headers
  - * Site level
    - * Alt tagging
    - * Image optimization
    - * Best practice with video embed
* Other duties as required

QUALIFICATIONS/SKILLS

* Team player
* Attention to detail
* Client focuses
* Troubleshooting
* Exceptional customer service
* Client confidentiality
* Ability to self-manage
* Willing to experience AND help lead growth
* Computer literate
* Proficient in Wordpress and Wix
* Adobe software is a plus

ADDITIONAL INFO

* Flexible part-time - 10-20 hours per week
* Hourly pay - based on experience
* Dog friendly office
* Team work zone
* Coffee and tea station!