



Webmaster – Episcopal Diocese of Northern California

The Webmaster is a consultant position for the Office of the Bishop, helping to ensure that our primary digital presentation, and those of our churches, are accurate, timely, and engaging.

Estimated hours: 16 hours/month, averaging 4 hours/week

Reports to: Canon to the Ordinary

Hourly rate: \$45

Tasks: Internal to Office of the Bishop

Maintain website for Episcopal Diocese of Northern California, including committees and ministries. To include (but may not be limited to):

1. Content updates and revisions (to include monthly update of landing page images)
2. Structural enhancements, as needed
3. Design improvements (in coordination with CTO and Communications Associate)
4. SEO optimization
5. Security and Maintenance
6. Features integration

Tasks: External (Churches of the Diocese)

1. Support churches in creating simple, easily managed and maintained websites (as approved by CTO) on one of a menu of platforms to be determined, but to include WIX, Tith.ly, and/or WordPress.
2. Work with individual churches needing occasional assistance with website updates (i.e. preparing for a clergy search).

Qualifications:

- Proven experience in webpage design and maintenance
- Strong web design experience and vision, across multiple platforms: including WordPress, Wix, and Tith.ly, plus basic web programming languages (i.e. HTML, CSS, JavaScript)
- Adept at working collaboratively
- Understanding of the vision and mission of the Episcopal Church and EDNC, with ability to express this visually and in writing on our platform
- Strong attention to detail and ability to manage multiple projects efficiently
- Familiarity with content management systems (CMS) and website administration.
- Excellent understanding of SEO techniques, including keyword research, on-page optimization, and analytics

Supervision:

Monthly check-in meeting with CTO. Initial period of engagement will be for three months, with ongoing evaluation for fit, quality of work, and work turnaround times.

Monetary Commitment:

- Consultant will be paid \$45 per hour up to a total of 16 hours/month, averaging 4 hours/week.
- For payment, Consultant shall provide an invoice to the Canon to the Ordinary for hours worked.