VACANCY ANNOUNCEMENT

TITLE: Specialist, Web Design and Development

DEPARTMENT: Technology Services

WORKSITE: 1707 New Hampshire Ave., NW
Washington, DC 20009

REPORTS TO: Director, Technology Services

TOUR OF DUTY: Full-Time, 40-Hour Week

FLSA CLASSIFICATION: Exempt

OPENING DATE: December 2, 2019

CLOSING DATE: Open Until Filled

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

The Specialist, Web Design and Development position works extensively with the Director of Technology Services to facilitate the technological visibility, access to population-specific portals, and routine updates ensuring accurate depiction of the Sorority’s initiatives through the national website. The specialist is responsible for employing software languages and related tools to create web applications. The incumbent is responsible for the aesthetic layout, interactive features, and maintenance as needed to the website.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Support the existing website infrastructure;
- Design and implement user-driven templates, databases and interfaces;
- Use web development software to integrate databases and other information systems;
- Design webpage layout and develop its graphic design;
- Oversee production and implementation of web-related projects;
- Add HTML extensions such as animations and surveys;
- Maintain the Sorority’s intranet system;
- Determine website's usage using analytical software;
- Support .Net Framework and Apache applications;
- Perform website maintenance, including content updates and proper functioning;
- Test web application units and systems;
• Build applications and services for the website;
• Test applications on various browsers and modify if necessary; and
• Collaborate with the Director of Technology Services and the Technology Committee to prioritize website needs and best practices for implementation.

MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS

• Bachelor’s Degree in Computer Science or related field with at least three (3) years of proven experience in website design;
• Strong understanding of programming languages, HTML, CSS, XML, and Unix; graphics software and support;
  o C++ and Java knowledge are preferred additional skillsets;
• Ability to manage database and cloud-based software such as iMIS, Jotform, Kentico, Cvent, and Salesforce;
• Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques, including animation, multimedia design, content management and video and audio editing;
• Aggressive problem diagnosis and creative problem-solving skills;
• Proficiency in Microsoft Office Suite;
• Self-motivated and proactive;
• Excellent written and verbal communication;
• Responsible, reliable and able to work with minimal supervision;
• Ability to travel to conventions, conferences, and trainings as necessary; and
• Membership in Delta Sigma Theta Sorority, Inc. is preferred, but not required.

Please visit our website, www.deltasigmatheta.org, to familiarize yourself with Delta Sigma Theta Sorority, Inc. and our mission. To apply for this position, submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that specifically states your salary requirements. Please indicate the title of the position.

Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W. Washington, DC 20009
Attn: Human Resources Director

Or email – hrmanager@deltasigmatheta.org