Web Assistant

Location: Plano, TX

Type: Full-Time

Position Summary

This position will act as Web Assistant and will assist in web-related tasks such as data management, email marketing, and CMS oversight. The purpose of all tasks is to enable East-West Ministries to effectively raise the funds needed for the ministry.

As an ambassador of faith in Christ and rooted in Biblical principles, the Web Assistant will actively minister to EW leadership, staff, partners and the community in a manner that exhibits Christ-character through personal and corporate spiritual disciplines.

Qualifications

- Uphold a close and growing relationship with Jesus Christ
- BA degree or equivalent experience within design and web development or related field, highly preferred
- 2-3 years minimum experience working in a similar role, preferred
- 2-3 years of ministry/nonprofit experience, preferred
- Experience with Salesforce, preferred
- Proficient/expert at meeting deadlines
- Work as team member of the development/marketing team
- Proficient/expert in Photoshop, Email Marketing and other design software
- Basic HTML and CSS knowledge
- Experience working in a Content Management System
- Dependable, with maturity of judgment and respect for the needs of clients and co-workers
- Ability to use tactics that are most effective to fulfill the job requirements
- Editing skills

For more information please contact Joanna at JWithers@eastwest.org. To be considered for the position, please complete an online application at: www.eastwest.org/aboutus/employment/operations