



# WEBSITE MANAGEMENT



## PROFILE

Help OYWO by managing our website.

We are looking to hire a website manager with a passion and brain for web design and who understands SEO. Someone with attention to detail, problem-solving skills, content creation, and writing skills.

The individual joining our team must have excellent communication skills and a team player mentality.

You will be responsible for overseeing the website's functionality, evaluating and managing website performance, facilitating hosting and server management, developing, maintaining, updating website content, and optimizing the website's user experience.

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## SKILLS

- Web design
- Content creation for images, videos, and web pages
- SEO
- Writing skills
- Proficient with Wordpress and Wix
- Skilled with spreadsheets, google documents
- Attention to detail and troubleshooting
- Team player and excellent communicator

## EDUCATION

Two years experience

## RESPONSIBILITIES

- Manage, monitor, and upgrade the organization's website
- Respond to and troubleshoot website issues.
- Identify and respond to security breaches. (in the unlikely occurrence of such)
- Create appropriate website content aligned with the organization's goals and vision.
- Ensure quality and efficiency.
- Improve user experience.
- Have a close working relationship with the social media manager

