**Company Name**



Street Address

Your City, ST ZIP

**YOUR PLACE IN THE COMPANY:** **Website Technician**

**YOUR LEADER:** Branding Manager

**WHO YOU LEAD, TEACH AND SUPPORT:** None

**HOW YOU HELP THE COMPANY SUCCEED:** Develop and maintain a company website by planning and executing a design, maintaining and upgrading website services, and updating content on the website.

**MAIN RESULTS EXPECTED FROM YOU:**

* Ensure that website is consistent with the company’s data relating to customer preferences and psychographics.
* Ensure that the appearance and content of the website enhances the company Unique Value Proposition and the Position Statement.

**MAIN WORK YOU DO:**

* Develop site look and feel, navigation and structure in concert with a skilled and experienced subcontractor.
* Develop site content and graphics ion line with company data relating to customer preferences.
* Avoid single person reliant website design by relying on WordPress-based site design using a widely available theme.
* Have, at a minimum, basic knowledge of WordPress, add-ons and plug-ins. Position does not require deep-coding activity knowledge, but that would be an additional benefit to the company.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.