Stonebriar
community church ™

JOB TITLE: **WEBMASTER**

JOB PURPOSE:

The Webmaster role promotes and supports the mission of Stonebriar Community Church by evaluating, executing, and maintaining the church's website(s), app(s), and digital tools. Additionally, this position manages the technical aspects of the website to ensure all functionality is working correctly and is consistent throughout the website.

DUTIES AND RESPONSIBILITIES:
  Including but not limited to:

- Ensures the Stonebriar website is current based on programming, events, and ministry information that is communicated to the congregation.
- Designs, programs, and manages content to maintain a progressive, relevant website for Stonebriar and its ministries.
- Oversees all content on the website and works with appropriate individuals/departments to ensure consistent design and function.
- Troubleshoots all technical issues as problems arise and corrects/updates them in a timely manner.
- Identifies and develops new and/or improved functionality to support the ministries.
- Stays abreast of new industry advances and standards.
- Works collaboratively with all departments to communicate expectations, possibilities, guidance, and direction while also protecting the Stonebriar brand.
- Documents required revisions to the website and maintains the Stonebriar site map.
- Organizes and prioritizes work based on event dates and other activities that impact the congregation.
- Provides and updates a style and layout guide for stonebriar.org.
- Assists media team with live stream.
- Is available via cell phone outside office hours (stipend will be provided).
- Develops high level concepts with leadership, Communications, IT, and outside vendors.

TEAM MEMBER CONTRIBUTION:
  Actively contributes to the improvement of the ministry of SCC and provides prayerful support.

- **Teamwork:** Functions well with coworkers, treating them with honor and grace.
- **Spiritual Encouragement:** Encourages spiritual focus and commitment by modeling the Core Values of SCC.

- **Improvement of Ministry Operations:** Contributes toward the improvement of the ministry as a whole.
- **Servant Heart**: This job description is not a complete description of all that is necessary for the Webmaster position. All SCC Staff are expected to do what it takes to work as a team, including with other departments, to serve our congregation. This is not only an expectation but a value that we hold to as an organization. We will help one another accomplish our mission.

QUALIFICATIONS:
- Personal relationship with Jesus Christ
- Member of SCC
- Servant's heart
- Teachable and open attitude
- Commitment to the Statement of Faith and Core Values of SCC
- Training equivalent to a college degree
- Experience with content management systems, Wordpress experience preferred
- Working knowledge of JavaScript, JQuery, HTML, HTML5, CSS, CSS3, Web Programming

JOB STATUS:
- Full-time position
- Exempt
- Full benefits