YOSEMITE
CONSERVANCY.

Contract Position: Web Project Manager

Position type: Temporary / Contract
Reports to: Sr. Communications Manager
Location: Flexible/Remote

The Web Project Manager contractor will play a central role in coordinating and managing a website audit, as well as identifying and managing new and existing key projects impacting our site's function and performance. The Web Project Manager will work closely with our Sr. Communications Manager (who serves as our webmaster) and our contracted web developer to tackle existing large scale website infrastructure projects and updates, as well as help to select a firm and oversee a website audit. The Web Project Manager will then oversee the implementation of projects that stem from the key findings of the web audit.

To be successful, you must have experience in managing large scale web redesign and an online portfolio showcasing this work. We anticipate this contract position will be needed for three to six months, with semi-flexible hours of up to 25 hours per week.

Who We Are

We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You'll Do

The Web Project Manager reports to the Sr. Communications Manager and is responsible for the following:

Leads:

- **Special web projects:** Under the direction of the Sr. Communications Manager and in collaboration with the contracted web developer, oversees large-scale web projects, such as dead pages, SEO updates, and any other needs arising from the preparation for a website audit and recommendations that come from that audit.
- **Website audit:** Collaborates with the Sr. Communications Manager to prepare for and conduct a website audit and/or select and oversee a firm that will conduct the website audit.
- **Tracking and reporting:** Builds and updates a marketing team dashboard of vital analytics from our social media, website, emails, etc., which assists in creating monthly reports to share internally and with Conservancy Board, Council, and Committee members.
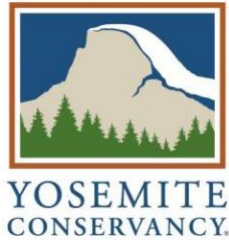
Who You Are / Keys to Success (the must-haves)

To be successful in this job, you will excel in these areas:

Hard skills:

- Deep knowledge of Wordpress and Cloudflare. Knowledge of HTML and/or JavaScript desirable but is not essential.
- Familiarity with SEO and SEM strategies and tactics as well as the latest website design features and content management systems.
- Demonstrated project management experience.
- Comfort with tools such as Google Analytics, Monster Insights, Pantheon (or equivalent), Google Data Studio

Soft skills:

- Committed to continual learning and teaching, to the Conservancy mission, and to advancing a culture of inclusion in the organization and in Yosemite.
- Able to communicate clearly and effectively with a variety of internal and external stakeholders.
- Able to prioritize, quickly manage multiple projects, and meet multiple deadlines.
- Detail-oriented and solutions-orientated, while also being collaborative, creative, and flexible.
- Self-starter who displays initiative in taking on new projects as requested.

The following are plusses, but not requirements:

- 5-7 years of website and digital experience, with at least 3 years as a consultant, with some experience in nonprofit sector or in a cause-oriented field.

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ+ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is part-time, temporary consultancy and can be based remotely, anywhere in the United States, with core work hours on Pacific Time. Consultant must have the capacity to devote 25 hours per week, as schedule requires, to meeting the contract objectives and meet these other requirements:

- Available to virtually meet with team / supervisor weekly
- Occasionally be available by phone between the hours of 11 a.m. – 3 p.m. Pacific time
- Has a consulting / contracting practice; familiar with contracting role including use of own computer, tools, basic expenses (travel, meals, supplies); reports and pays all taxes required with contracting work

Our budget for this position ranges from $40-$75 per hour, with hours per month fluctuating depending on project load.

How to Apply

Please send your cover letter, CV / résumé, and links to your portfolio in a single PDF file to jobs@yosemite.org with the subject line "your name – Web Project Manager" by Dec. 15, 2022. All applications will be reviewed when the application period closes.