

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Webmaster

Reports To: Senior Director of Communications and Public Engagement

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Webmaster and front-end developer (Webmaster). The Webmaster will design, develop, and maintain two existing Institute websites: mmhpi.org and okaytosay.org. The Webmaster must be a dedicated problem solver who can work efficiently and effectively in coordination with cross-functional teams.

The Webmaster will also provide support for digital communication initiatives, including custom HTML or CSS content for emails, social media, and digital ads working with the Meadows Institute's inhouse Communications team. The Webmaster will own management, maintenance, and search engine optimization for two websites. A strong knowledge of WordPress and WordPress Plugins is required.

The ideal candidate is self-motivated and able to contribute in a fast-paced environment while maintaining quality of performance and adherence to deadlines.

This is a remote, full-time position. This position may not be filled or performed in Colorado, California, or Montana at this time. The Meadows Institute offers competitive compensation (commensurate with experience) and benefits that include health insurance, 401k, and paid time off.

Responsibilities:

- Day-to-day oversight and maintenance of the Meadows Institute's two websites: mmhpi.org and okaytosay.org;
- Implement website content updates, build new pages, and add new features as needed;
- Implement and maintain WordPress plugins;
- Review site content and update with current Search Engine Optimization (SEO) trends;
- Keep up to date with and implement best practices and industry standards for user experience, SEO, visual design, performance, and security;
- Work collaboratively with Communications team members to ensure alignment with organizational goals, adherence to brand and style guidelines, communicate project updates, and meet the needs of leadership and teams across the Institute;
- Respond to user complaints quickly and appropriately;
- Review and analyze Google Analytics and report out on website traffic and performance;

- General support of Meadows Institute events and initiatives as a contributing member of the Communications team;
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Information Science, Software Engineering, Communication Studies, or related field preferred, or relevant specialized program of study;
- Minimum 4 years of professional work experience with maintaining websites and front-end development;
- Excellent written and verbal communication skills;
- Ability to work independently as well as collaboratively with colleagues. This includes Overcoming geographic and other potential barriers to communicating with and making contributions to the team's work;
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines;
- Capacity to think strategically, critically, and respond analytically;
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:

- Experience working with retargeting campaigns with multiple platforms (Facebook, Google);
- Familiarity with WP Engine (host);
- Experience with animation, motion graphics, and video experience.

To Apply:

Qualified applicants are encouraged to submit their resume and cover letter to:
careers@mmhpi.org

About Meadows Mental Health Policy Institute:

The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Meadows Institute's vision is for Texas to be the national leader in treating all people with mental health needs. For more information about the Meadows Institute, please visit: www.mmhpi.org.

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.