



<b>Job Title:</b>	Website Administrator	<b>Job Category:</b>	Digital Systems Support
<b>Department/Group:</b>	Systems Support	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	Remote	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Gift in kind tax credit	<b>Position Type:</b>	Part-Time Volunteer
<b>HR Contact:</b>	Tom Sasser	<b>Date Posted:</b>	December 9, 2021
<b>Will Train Applicant(s):</b>	Expertise required	<b>Posting Expires:</b>	Open until filled

<b>External Posting URL:</b>	External Posting URL
<b>Internal Posting URL:</b>	Internal Posting URL

**Applications Accepted By:**

<p><b>FAX OR EMAIL:</b></p> <p><a href="mailto:Tom.sasser@frontierhorizon.org">Tom.sasser@frontierhorizon.org</a> Subject Line: Website Administrator</p>	<p><b>MAIL: ELECTRONIC SUBMISSIONS ONLY</b></p> <p>Name Company Name Address City, ST ZIP Code</p>
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**Job Description**

**ROLE AND RESPONSIBILITIES**

Frontier Horizon (FH) has been serving the needs of vulnerable peoples for more than 20 years, with an emphasis on orphaned and needy children. The organization is presently retooling its organizational structures and systems to align with best practices and elevate its capacity to serve. The Frontier Horizon website is its primary portal of engagement for new and returning inquiries and thus of supreme importance in its efforts to fulfill its mission. For this reason, FH is presently constructing a new website to elevate visual and functional appeal. FH is seeking a capable, creative and purpose driven web administrator to assist in leveraging this best-in-class tool to accomplishing its goal of doubling its missional impact over the next three years.

The ideal candidate possesses an implicit understanding of effective website presentation and administration. She/he is capable of creating, curating and managing all web assets and content for precision, relevance, appeal. A successful candidate is comfortable in high pressure situations that demand immediate deliverables within predictable high-volume seasons (twice per year). The individual that will thrive in this role enjoys working with an international team of passionate professionals for a life altering cause.

Preferred skills, experience, and disposition

- Website administration experience and expertise
- Creativity and an intuition regarding effective communication and presentation



- Ability to thrive in a complex and dynamic environment
- Visual asset (photo / video / graphic) creation expertise
- Strength Finder “Responsibility” designation a plus
- A passion for the mission of Frontier Horizon

Reviewed By:	Dr. Vincent Rosini	Date:	December 9, 2021
Approved By:	Tom Sasser	Date:	December 9, 2021
Last Updated By:	Tom Sasser	Date/Time:	December 9, 2021