

**Michigan Fitness Foundation
Front-End Web Developer
Position Description**

POSITION: Front-End Web Developer (Full Time)

EDUCATION: Bachelor's degree in web design or computer science preferred. 1-3 years experience may substitute for degree requirement. This position is a mid-level position.

DESCRIPTION: The Michigan Fitness Foundation (MFF) Front-End Web Developer will, as a part of a team, contribute to overall web strategy and implementation. Responsibilities include coordinating and executing structural, functional, and aesthetic changes to MFF's websites; creating and updating website content; and supporting MFF programs with other website needs as they arise.

ESSENTIAL FUNCTIONS:

- Ability to design and build websites from start to finish; from concepts and ideas to site launch.
- Act as a project lead of new website development using standards-based HTML and CSS.
- Make structural revisions and implement functionality enhancements to multiple websites.
- Manage e-commerce using WooCommerce and Stripe, including handling payment gateways, subscriptions and memberships, as well as responding to customer service related questions related to user access and refunds.
- Prepare photos, graphics, and documents for web use using Adobe Photoshop and Adobe Acrobat.
- Coordinate with outside web development firms.
- Consult and advise on IT decisions pertaining to websites.
- Coordinate content messaging with subject matter experts or partners.
- Stay current with web technologies and trends and learn new technologies as they emerge.
- Work in teams, demonstrating strong interpersonal relationship skills and effective collaboration skills.
- Provide high quality customer service to stakeholders, both internal and external to the organization.
- Manage multiple projects and varying deadlines.
- Perform other duties as required or assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

- Strong knowledge of WordPress.
- Working experience with Drupal.
- Experience with HTML and CSS.
- Experience with responsive design for creating mobile-friendly sites.
- Expertise with Linux VPS hosting environments a strong plus.
- Experience with PHP a strong plus.
- Experience with 508 compliance; building accessibility features into websites, or, willingness to learn.
- Experience with Photoshop, Illustrator, and InDesign a plus.
- Copy editing experience a plus.
- Experience with website project management a strong plus.
- Experience with e-commerce, including WooCommerce and Stripe, a strong plus.
- Knowledge of Facebook Pixels, Google Analytics, Tag Manager and SEO a plus.
- Knowledge of WordPress Multisite a plus.

OTHER INFORMATION:

- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- MFF offices are currently closed due to COVID-19. Front-End Web Developer will work remotely from home office until MFF offices re-open. Once re-opened, position will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, interruptions, and background noises.
- Must have a valid driver's license and be able to provide proof of valid auto insurance.

Salary Range: \$43,000-50,000

Salary commensurate with experience. Excellent benefits package offered.

Please send resume and cover letter to:

Michigan Fitness Foundation, ATTN: Chris Nowak

Resumes@michiganfitness.org

Please use subject line: Front-End Web Developer

The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time. This position is considered to be exempt according to the Fair Labor Standards Act.