

# **RIVERSIDE COMMUNITY HEALTH FOUNDATION**

## **Position Description**

**Position Title:** Front-End Web Developer/Graphic Designer

**Reports To:** Community Relations/Marketing Coordinator

**FLSA Status:** Non-Exempt

**Position Summary:** Under the general supervision of the Community Relations/Marketing Coordinator, the Front-End Web Developer/Graphic Designer is responsible for the maintaining and developing of all RCHF managed websites and graphic design.

### **Essential Position Functions and Responsibilities:**

1. Demonstrates creative, technical and analytical skills. Understands typography, spatial orientation, the handling and manipulation of images, freehand graphics, and basic design elements.
2. Prioritize, organize, and manage a substantial workload in tandem with Marketing and Development team, sharing responsibility of workloads, and quality control.
3. Create an engaging web experience for visitors.
4. Ensure that graphic deliverables' aesthetically meet the requirements of the projects and of the foundations' brand standards.
5. Maintain and update the RCHF and affiliate websites, including, but not limited to, content creation, blog posts, calendar updates, and event updates.
6. Write HTML and CSS code for overall website design on tight deadlines.
7. Utilize WordPress CMS to stage and design webpages for team review.
8. Create online and print materials such as: flyers, packets, social media imagery, newsletters, etc.
9. Collaborate with the marketing team to create and design overall brand marketing plan.
10. Organize and set clear expectations for tasks and deliverables, communicating clearly to supervisor and providing proper materials/documentation as necessary.
11. Assist with ongoing email campaigns, including design and implementation.

12. Attend regular meetings with Marketing and Development teams.

**Minimum Qualifications:**

Education: Bachelor's degree from a regionally accredited institution in Multimedia Arts, graphic design, film, or related field of study

Experience: Minimum of two years of experience in graphic design and project management.

Knowledge & Skills:

- Strong command of Photoshop, Illustrator, and InDesign.
- Proficient in HTML, CSS, and an understanding of JS and PHP preferable.
- Experience managing a website, preferably on WordPress.
- Possession of strong verbal and written communication skills.
- Understands web trends, SEO analytics, and able to collaborate and creatively complete projects with the RCHF marketing team.
- Able to work independently with minimal supervision; self-motivated.
- Able to maintain poise and exercise diplomacy in dealing with the public and members of the Foundation's support groups.
- Possession of acute attention to detail.
- Basic work processing/computer skills (i.e. Microsoft Office).
- Able to set goals and to work toward meeting those goals in an organized manner.

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date of Last Review/Revision

I have carefully read and understand this job description. In addition, I can state for the record that I am able to perform all job requirements/functions as listed.

\_\_\_\_\_  
Front-End Web Developer/Graphic Designer

\_\_\_\_\_  
Date