Job Announcement:
WordPress Administrator

PaintCare seeks a qualified candidate to join its staff team as a WordPress administrator for its website, www.paintcare.org. A non-profit organization that operates paint recycling programs in states that pass paint stewardship laws, PaintCare is on the cutting edge of industry-led stewardship programs. Our dynamic office culture emphasizes our waste reduction mission, collaboration and teamwork, and work-life balance for team members.

PaintCare’s website is its most important means of providing recycling locations and information about paint recycling. The individual in this position will be responsible for completing a planned redesign of the site, ongoing website security and maintenance, incorporating and maintaining WordPress plug-ins, providing analytics and support for online advertising campaigns, tracking and providing detailed analysis of website traffic and usage, content updates and navigation updates, engaging in creative design, and enhancing the site’s visual appeal and user experience.

Primary Job Responsibilities
Website Content and Design

Website Content and Design
- Complete website redesign project in WordPress
- Create and design new areas/pages of website, following developed technical architecture
- Maintain, monitor, and troubleshoot website using WordPress
- Work to ensure the site is optimized for SEO, utilizes responsive design, displays correctly on all common browsers and mobile devices, and integrates with social media
- Provide technical support necessary for the use of online audio, video, and photographic content and incorporate multimedia elements into site
- Develop and manage website-based forms and the generation/routing of auto-generated email notifications

Website Management
- Monitor website, compile monthly reports of website analytics and traffic, and prepare quarterly reports with analysis
- Manage WordPress core theme and plugin updates
- Stay up to date on recent trends in the WordPress Community
- Utilize Google Analytics to generate and interpret reports to link web traffic to outreach efforts
- Assist with the placing and tracking of web ads, providing analytics reports
• Collaborate with web staff in other divisions to ensure affiliate websites are supported by a knowledgeable team

Skills and Qualifications
• Proven experience working in WordPress and similar content management systems, designing and maintaining existing plugins and theme design
• Proficient with front end development, WordPress, CSS, HTML, SEO, Google Analytics, and Adobe Creative Suite; working knowledge of JavaScript, PHP, jQuery, and MYSQL a plus
• Experience working collaboratively and cross-functionally in a team-oriented environment
• Experience with web forms and databases
• Detail oriented, with strong communication skills, proven presentation experience and proficiency in communicating data visually
• Ability to understand stakeholder needs and prioritize projects with quick turnaround
• Enjoys self-directed technical problem solving and is committed to continuous learning of coding, and WordPress plugin and theme design
• Interest in the goals of PaintCare

Benefits for PaintCare Staff
• Rich healthcare benefit package
• 401K match and investment opportunities
• Flexible schedule options such as teleworking and 9/80 schedules
• Complimentary access to on-site parking and transportation reimbursement
• Complimentary access to on-site fitness center and additional wellness reimbursement
• Strong PTO benefits
• Great people and a fun working environment

About PaintCare
PaintCare, a non-profit 501(c)(3) organization, was established by the American Coatings Association (ACA) to implement state-mandated paint stewardship programs on behalf of paint manufacturers in each state that adopts a paint stewardship law. Funding for PaintCare is provided through a fee on new paint sales. Funding is used to support drop-off sites where the public can take leftover paint for recycling, pay for the recycling of this paint, and provide public education and program administration. Oregon passed the first industry-supported paint stewardship law in 2009. PaintCare states now include California, Colorado, Connecticut, District of Columbia, Maine, Oregon, Rhode Island, and Vermont, with a program currently under development in Washington. Please visit www.paintcare.org for more information.

PaintCare’s headquarters is located in Washington, DC. Corporate staff members are located at the DC office, while most program staff are located in the states with paint stewardship programs. This position is located at the Washington, DC office.
How to Apply
To apply for this position, please send a cover letter and resume to jobs@paintcare.org. Please include in your cover letter how you heard about this position.