



Job Description: Front End Developer/Webmaster

The Climate Action Reserve is seeking the services of a Front End Developer/Webmaster. The Front End Developer/Webmaster is an independent contractor consulting position that works with the Communications team, and its primary role will be to support the development and management of the Reserve's websites. The position is available immediately. The main responsibilities are outlined below.

Front End Developer/Webmaster (90%)

- Make HTML and content updates to Reserve websites
- Maintain sites through WordPress open source software
- Develop new sites through WordPress
- Implement new website functionality
- Enhance user interfaces for the Reserve's websites
- Troubleshoot website operation; track site usage statistics and monitor performance
- Develop and maintain new online resources
- Manage internal users and user permissions on websites
- Ensure websites are secure
- Locate and debug website issues

Hardware (10%)

- Assist with maintenance of system hardware and servers
- Advise on acquisition and installation of new hardware and servers, when necessary

QUALIFICATIONS

- High proficiency with WordPress
- Working knowledge of HTML, CSS and Javascript
- Working knowledge of CakePHP
- Proficiency in Adobe Creative Suite (Dreamweaver, Flash 8, Fireworks 8, Acrobat 8) and Windows environment (Windows XP, Microsoft Office)
- Familiarity with networking systems and networking concepts

YOUR RESPONSE

Your response should include the following:

- A cover letter with a statement of your qualifications, including your hourly rate
- Your resume
- Examples of past work (may include links to websites worked on)

Responses may be submitted to: jobs@climateactionreserve.org with the subject heading “Front End Developer”

About the Organization

The Climate Action Reserve (the Reserve), a 501(c)3 nonprofit organization, is the premier greenhouse gas (GHG) offsets program in North America and works to ensure integrity, transparency, and financial value in the carbon market. For more information please visit: www.climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer.