



"GATHER. CONNECT. AFFECT."

## **Black Tech Nation Website Developer & Manager**

Black Tech Nation (BTN) is a social good organization dedicated to creating and growing a black tech ecosystem in and throughout Pittsburgh's burgeoning tech economy. Our motto - "Gather. Connect. Affect." - is our call to action to gather the region's black tech professionals, entrepreneurs, and enthusiasts, connect them with Pittsburgh's tech workforce, and affect the entire tech community through education, policy change, and advocacy; thus, creating a more equitable tech ecosystem in Pittsburgh.

BTN is currently seeking a website developer to revamp our website and keep it up to date with current content and functioning features. This is a very part-time position paid monthly. The ideal candidate will have over 1 year of web development experience and possess the following skills:

### **THE FOLLOWING SKILLS ARE STRONGLY SUGGESTED:**

- Able to build a highly functioning website in Wordpress; comfortable with Wordpress plugins and features. *(NOTE: We are willing to switch to a different platform if necessary)*
- Proficient in front end design - HTML, CSS, and JavaScript
- Familiar with user flow and user experience strategies
- Clear communications skills - ability to express creative ideas clearly
- Able to produce results with a quick turnaround as necessary

### **PREFERRED SKILLS:**

- Graphic design skills
- Comfortable using Google Suite, Mailchimp, Slack, and Trello (we can potentially train you)

### **RESPONSIBILITIES INCLUDE:**

- Assisting Executive Directory, Marketing Manager, and Community Outreach Manager on website design to best meet our business/marketing goals
- Updating website on a weekly basis or more frequently if necessary
- Be on-call for website additions or troubleshooting
- Attending weekly meetings with Executive Director
- Attending monthly meetings with entire team
- Attending all BTN events
- Working with assigned interns (if applicable)
- Other tasks TBD (to be determined)

*NOTE: We are not looking for web dev firms or teams unless you are willing to work with us pro bono or within a restricted budget. We also require that our web developer has his/her/their own equipment.*

If interested, please email **blacktechnation@gmail.com** with the title of this position in the subject line. Please share with us your resume or LinkedIn profile, examples of your work, and a cover letter detailing any relevant experience.

**We look forward to working with you!**