RFP for National Office Webmaster Services

Company: Blacks In Government, Inc. / Non-Profit Organization
Compensation: Negotiable
Status: Part-Time, maximum 20 hour per work week
Open: April 3, 2020
Closing: August 10, 2020

Description:
Blacks In Government (BIG), a non-profit organization has an immediate opening for a Webmaster. Services to perform the following duties:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Develops and maintains BIG Organization's web site and intranet site.</td>
<td>continuous</td>
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<td>Coordinates across the organization to design, publish or develop new content.</td>
<td>continuous</td>
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<td>Performs Web backups, manages Web databases, and administers security for the Website.</td>
<td>continuous</td>
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<td>Overseas operations in the rapidly changing digital sectors related to applications as well as web-based information management and marketing.</td>
<td>continuous</td>
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Qualifications/Skills:

- Proven experience as a Webmaster or Web Developer
- Knowledge of web analytics and Search Engine Optimization (SEO)
- Familiarity with web standards
- Working knowledge of website management tools
- Proficient in HTML/CSS, XML
- Knowledge of SQL, Javascript, Constant Contact and Microsoft’s XL is preferred
- Strong troubleshooting and analytical abilities
- Excellent communication and teamwork skills
- Ability to generate creative ideas
- Attention to detail and outstanding organizational skills
- BSc/BA in Computer Science, Design or a related field is preferred
Contact:
Mail RFP to:
Blacks In Government, Inc.
Attn: NBoD Big Personnel Committee
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Washington, DC 2001
Email to: personnelcommittee@bignet.org