

Position: Web Administrator

Employer: Genetic Alliance

Classification: Part-Time, Contract (15-20 for hours per month)

Location: Negotiable

Salary Range: Commensurate with experience

Genetic Alliance is a nonprofit health advocacy organization committed to engaging individuals, families, and communities to transform health. For nearly 30 years, we have built tools and technology that empower individuals to improve their own health and amplify their voices for better health and access for others.

We work collaboratively with our network of thousands of organizations to push the boundaries of the current systems of research, care, and support. Our goal is to ensure individuals, families, and communities (and the organizations who serve them) have access to the information they need to make informed decisions about their health and healthcare. We bring energy and creativity to this task through the diverse experience and expertise of our staff.

General Position Overview:

Genetic Alliance serves as a part of the Coordinating Center for the National Patient-Centered Clinical Research Network (PCORnet). PCORnet is a groundbreaking initiative aiming to transform clinical research by engaging participants, clinicians, community providers, and health systems in collaborative partnerships that leverage health data to advance medical knowledge and improve health care. Genetic Alliance is spearheading efforts to build engagement and network capacity; and specifically developed a “Commons” website that collects and highlights common tools, practices and resources; and is a platform for social sharing and co-production.

Genetic Alliance is seeking a part-time **Web Administrator** to support the management of the PCORnet Commons website. The ideal candidate will have 3+ years of experience, as well as an in-depth understanding of WordPress and PHP. The Administrator will work closely with the Digital Community Manager and site users to troubleshoot issues, install site upgrades, and assist in monitoring system performance.

This position will require a flexible schedule with hours often required in the evenings and on weekends, in addition to regular business hours.

Duties and Responsibilities:

- Administer and maintain the PCORnet Commons website including:
 1. Permissions/security
 2. Domain name, registrations, set-up, backup and overall maintenance and patching

3. Software critical to the functionality of the PCORnet Commons website
- Maintain PCORnet Commons website performance through:
 1. System monitoring and analysis, and performance tuning.
 2. Troubleshooting system software, and operating and system management systems.
 3. Designing and running system load/stress testing; escalating site application problems to the appropriate party.
 - Monitor usage and performance, create and maintain backups, and troubleshoot and resolve issues as they arise.
 - Assist in translating user requirements into configured site solutions.
 - Provide technical support to Digital Community Manager as necessary.
 - Research and test new site features to improve the solution offering.
 - Review and resolve issues reported by users.
 - Make changes on the website, as necessary.
 - Install, upgrade or modify existing modules and plug-ins on sites.
 - Assist in tracking site analytics and using data to improve site performance.

Qualifications:

Education/Experience

Bachelor's degree in computer science or a computer-related field from an accredited college or university and 3+ years of professional experience required.

Skills, Knowledge, and Abilities

Required

- Ideal candidate will have site administration background, preferably an in-depth understanding of WordPress and BuddyPress.
- In-depth knowledge of site setup and configuration, theming, change management best practices, security, and troubleshooting.
- Ability to deliver in a timely manner.
- Demonstrated proficiency with HTML5, CSS3, JavaScript JQuery, PHP, MySQL
- Experienced in problem solving, and able to follow a methodical implementation process.
- Strong analytical and organizational skills.
- Excellent interpersonal and organizational skills, ability to handle diverse situations, multiple projects, and rapidly changing priorities.
- Ability to communicate with colleagues and clients at all levels.
- Display superior ability to facilitate cross-functional communication, including ability to identify and resolve conflict.
- Must be a self-starter who requires minimal supervision.

Preferred

- Experience with academic/research Commons, crowd-sourcing, and/or user-centered design.
- Graphic design skills and/or knowledge of how to design graphics, animations, videos, and other visual elements in web-based solutions.
- Experience with social media integration a plus.

How to Apply:

Interested and enthusiastic applicants should send a resume, cover letter, two writing samples, and references to: Andrea Goodman, agoodman@geneticalliance.org.