

PREVENTION FIRST

Website Administrator

POSITION SUMMARY

The Website Administrator is responsible for managing and maintaining the Opioid Training and Technical Assistance Center (OTTAC) webpage, ensuring functionality, accessibility, and user-friendly navigation. They will implement updates to support the program's needs, troubleshoot technical issues, and update content and other site features.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Design, manage, and maintain webpages, ensuring functionality, accessibility, and user-friendly navigation; ensuring subpages integrate seamlessly with the Prevention First website.
- Ensures web page designs align with Prevention First's brand and style guide, including fonts, colors, images, language, etc.
- Assist in the development and implementation of a Communications and Electronic Information Technology (EIT) plan.
- Ensure webpages meet ADA compliance and other accessibility standards.
- Troubleshoot technical issues and collaborate with IT, web developers, or contractors for resolution.
- Reviews web content, links, and design; provides updates and enhancements in a timely manner.
- Regularly monitors website performance; conducts audits; identifies useful site performance metrics; collects, tracks, records, compiles, analyzes, and reports site usage data.
- Conducts user testing and use analysis to assess usability and effectiveness of the site; recommends improvements based on analysis to optimize user experience.
- Optimize website content, metadata, and URLs for search engines to improve organic search rankings and drive more traffic to the website.
- Maintains knowledge and expertise in web design and development; keeps up to date with industry trends, new technologies, and best practices in web administration and makes recommendations for continuous improvement; participates in professional conferences, workshops, and groups.
- Demonstrates commitment to valuing diversity, equity, and belonging and contributing to an inclusive working and learning environment.
- Assists in creating production schedules; coordinates project parameters and timelines with staff, consultants, and contractors as needed.

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- Works closely with the Chief Technology Officer to ensure website security by implementing appropriate measures such as SSL certificates, firewalls, and regular vulnerability scanning.
- Operates basic office equipment and presentation technology; utilizes communications and conferencing platforms (e.g., Zoom, Webex, Teams, etc.); uses best practices in all programs, including Microsoft Office Suite, Adobe Creative Cloud, and related programs, including website content management system.

POSITION QUALIFICATIONS AND REQUIRED EXPERIENCE

Bachelor's degree in Computer Science, Information systems, Web Development, Communications, or related field with a minimum of three years experience in web design, administration, technologies, analytics, and related tasks or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Creative - Ability to produce new concepts, ideas, and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to equip communities with resources and support to build pathways that prevent substance misuse and promote safety and lasting well-being for all through training, education, and partnerships. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position, reporting to the Director of Communications. This position is based in Chicago or Springfield, with the option to work from home. The salary range for this position is \$62,000 - \$65,000.

PREVENTION FIRST

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.