Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

SUMMARY
The Digital Media Specialist is a unique opportunity for a professional interested in a hands-on experience with both the creative planning and daily activities of supporting Filoli’s websites and digital presence. In line with the Strategic Plan, this position supports the goal of increasing Filoli’s visibility through consistent, creative branding. Reporting to the Marketing Department, this is an ideal role for someone who enjoys writing, web design, problem solving and project management.

This position is part-time (up to 29 hours per week, flexibly scheduled), year-round and will include occasional weekend and evening service. Typically, the schedule for this position will be Monday-Friday for 4-5 hours per day (morning or afternoon preference to be determined). This schedule may change to meet the needs of the organization so flexibility is important.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Responsible for management of websites as well as creating, designing and implementing new ideas using WordPress;
- Analyze user needs to implement website content graphics;
- Collaborate with multiple Filoli departments in maintaining and developing their web pages;
- Conduct website performance tests;
- Install tracking software, such as Facebook Pixels, to Filoli’s Google Tag Manager;
-Troubleshoot content issues using WordPress;
- Maintain, enhance and troubleshoot e-commerce sites;
- Assist with maintaining media library and data asset management;
- Provide the highest quality service to all customers in every interaction;
● Uphold all Filoli’s policies, procedures, guidelines and standards;
● Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
● Attendance and punctuality are essential to work and all work-related functions.

MINIMUM QUALIFICATIONS
An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Education and/or Experience:

Education: Bachelor's degree and 2+ years of experience with WordPress Development, or an equivalent combination of education and experience.

Experience:

● Previous experience in web e-commerce development (knowledge of Altru is a plus);
● Have experience with and a working knowledge of HTML and CSS;
● Strong knowledge and experience with responsive design and development;
● Possess at least 2 years of experience with Microsoft products, including WordPress; Google Applications; proficiency in Altru (Blackbaud) or similar database preferred; Mac experience a plus;
● Experience working with a broad range of individuals.

Skills and Abilities:

● Must have attention to detail as well as excellent spelling and grammatical skills;
● Possess a good understanding of cross-browser compatibility issues and ways to work around them;
● Demonstrate an understanding of SEO and current best standards;
● Utilize Microsoft products, including WordPress for web design; Google Applications; proficiency in Altru (Blackbaud) or similar database preferred; Mac experience a plus;
● Display basic Photoshop knowledge;
● Work independently while maintaining open and transparent communications about duties and project status, within the bounds of the area of responsibility and authority;
● Ability to problem-solve and multi-task within strict time deadlines;
● Take direction and work in an environment of regular interruptions;
● Be organized and follow through on tasks to a successful completion;
● Serve as a collaborative team member with strong interpersonal skills and a sense of humor;
● Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

CERTIFICATES, LICENSES, REGISTRATIONS
A valid Driver’s License is required.
PHYSICAL REQUIREMENTS
The physical requirements described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry up to 20 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend as well as sit for long periods of time at a computer.

HOW TO APPLY
1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: https://filoli.applicantstack.com/x/openings
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org
Filoli is an equal opportunity employer who values diversity in the workplace.