

## JOB DESCRIPTION

**Organization:** Community Media Center  
**Job Title:** Web Developer  
**Department:** IT  
**Reports To:** IT Director



**COMMUNITY**  
media center

### Job Summary:

The Web Developer will provide website design & development services for Grand Rapids Community Media Center ([www.grcmc.org](http://www.grcmc.org)) and our non-profit clients. This is a full-time, hourly position with medical and dental benefits along with vacation, sick and personal days. Be part of a creative team in fast paced, energetic atmosphere that works on many diverse and exciting projects to help the non-profit organizations in our community.

### General Requirements:

- Work 40 hours/week and be available Monday thru Friday.
- Strong verbal and written communication skills, excellent problem solving skills and strong customer service skills.
- Ability to work independently and in a group with minimum supervision.
- Must have reliable transportation and be able to drive to client sites throughout town when needed.
- Willingness to learn and apply new knowledge and techniques.

### Knowledge & Skills:

- Strong experience with designing database driven websites utilizing PHP & MySQL. Must supply at least 2 examples of websites you have designed using PHP & MySQL.
- Strong experience using CSS, XHTML and Javascript.
- Strong experience with coding websites without using a WYSIWYG (What You See Is What You Get) editor such as Dreamweaver or Frontpage.
- Experience with manipulating images using Adobe Photoshop.
- Ability to diagnose and fix programming issues relating to CSS, Javascript, PHP & MySQL.

### Specific Duties (including but not limited to):

- Provide website design & development services for GRCMC and our non-profit clients.
- Design websites and databases from the ground up, along with modifying existing websites and databases.
- Respond to client requests via phone & email, and schedule appointments.
- Meet with clients and put together proposals based on their needs.
- Other duties as assigned by the IT Director.

Interested parties please submit a resume either via email to [it@grcmc.org](mailto:it@grcmc.org), via fax at 616.459.3970 or mail it to:

GRCMC  
ATTN: IT Director  
711 Bridge Street NW  
Grand Rapids, MI 49504