Opportunity Summary: WordPress Specialist
(Remote 1099 Contractor, 40 Hours/Week)

Organization Description:
The Contingent is a 501(c)(3) venture nonprofit organization focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception, we have leveraged the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

From mentoring, to mobilizing volunteers, to restructuring systems that have been designed to work for some at the expense of others, we prioritize empowering and mobilizing leaders to transform their communities. For more information about the initiatives of The Contingent, please visit thecontingent.org.

Opportunity Summary:
Do you love making incredibly robust and responsive websites? Is providing an excellent community facing user experience for a leading nonprofit organization what you’re looking for?

The Contingent is making a significant investment in updating websites to support our national expansion efforts, developing campaign-specific landing pages, and integrating webforms to our Microsoft Dynamics 365 / Dataverse environment. The WordPress Specialist will play a key role in supporting the initiatives of The Contingent, such as Every Child Oregon, Know Me Now, Emerging Leaders, and SINE. This is a Remote 1099 Contractor opportunity (40 hours/week) with an emphasis on front-end web design, back-end maintenance, and support.
The WordPress Specialist will work closely with our Director of Technology, Director of Community Experience and our Director of Marketing to optimize websites, increase usability, and creating campaign-specific landing pages with clear and concise objectives.

The WordPress Developer’s work will include the following:

- Front-end web development to design and implement responsive WordPress landing pages
- Collaborating with other members of our Tech team to leverage webhooks, building API integrations or otherwise embedding webforms to capture CTA inquiry/application data
- Managing the back-end WordPress site and plugin updates, using WP Engine to manage our Dev, Staging and Production environments across our initiatives
- Auditing sites for performance, security and providing recommendations for improvement
- Creating and maintaining documentation of deployment and user protocols
- Assisting with other miscellaneous web and marketing design deployment needs
- Developing a digital fingerprinting strategy to improve insights and visibility to visitor behaviors, using Google Analytics / Tag Manager, Facebook, and LinkedIn Pixels to track organic and paid ad conversions

Skills and Competencies:
- Proficiency using WordPress, GoDaddy and WP Engine
- Expertise in PHP, HTML5, CSS, JavaScript, and jQuery
- Utilizing Figma, Whimsical or another wireframe platform to create mockups to share concepts
- UX/UI Design
- Willingness to learn and find scalable and sustainable solutions

Anticipated Schedule: General availability for meeting with team members and stakeholders during traditional business hours (between 8am-5pm) in Pacific Time will be required, as the majority of The Contingent’s team is based out of the Portland, Oregon area.

Financial Agreement: The WordPress Specialist will be a 1099 Contractor at The Contingent and compensated for 40 hours/week at a rate of $45-$55/hour (depending on prior experience) for services rendered.
**Relationship with The Contingent:** Independent Contractor shall control the manner and means of performing work. The Director of Technology will serve as the point person for the WordPress Specialist and will review and approve (or reject) work delivered. The contractor is responsible for submitting their hours to the Director of Technology for approval by the 24th of each month. Payment will occur via direct deposit through The Contingent’s HR information system, Zenefits, at the end of each month.

**Application Procedure:** Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
   - First and Last name
   - Role
   - A brief description of their relationship to you
   - Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled. Application materials and available start date should be emailed with a subject line containing “WordPress Specialist Application Materials” sent to p.kim@thecontingent.org and hiring@thecontingent.org. Applications will be reviewed on a rolling basis with the goal of selecting a contractor by February 1st, 2022.