

The Contingent Job Announcement

Position: WordPress Developer

Division: Community Collider

Initiative: Shared Services

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 Developer will play a key role in supporting the initiatives of The Contingent, such as [Every Child Oregon](#), [Emerging Leaders](#), and [SINE](#). With an emphasis on front-end web design, back-end maintenance, and support.

The WordPress Developer 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 responsibilities 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 development, 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 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

The ideal candidate is entrepreneurial, a strong communicator (written and verbal), innovative, pro-active, and passionate about utilizing websites to mobile community and empower leaders. The WordPress Developer will wake up every day asking the question: How can I maximize The Contingent's web presence?

Education and experience:

- Bachelor's Degree and certification in coding
- 3+ years of WordPress experience and 12-15 WordPress sites developed
- Demonstrated complex project management experience
- 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



- Experienced project manager with a focus on being self-directed and goal-oriented, proactively collaborating externally and internally
- Expertise working with project management tools and other software, preferably Asana.
- Experience working with Microsoft Dynamics 365, or another Customer Relations Management (CRM) platform

Employment Terms:

- Competitive salary, commensurate with prior experience \$70-80k (doe)
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated
- Legally eligible to work in the United States

If you read this position description and are filled with a wholehearted, "YES! I'm in!" We would love to hear from you!

Anticipated Start Date:

Immediately. Applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you learned about this position)
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o 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 should be emailed with a subject line containing "**WordPress Developer**" sent to hiring@thecontingent.org.

*****"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer