



WOODS HOLE RESEARCH CENTER
Part-time Web Administrator and Graphic Designer
Job # EYWA01

SUMMARY: The Woods Hole Research Center seeks a web administrator and graphic designer to support the web and design requirements of the Development and Communications office. This part-time position reports to the Director of External Affairs, and works as a part of the Development and Communications office.

Responsibilities: The successful candidate will:

- Maintain updates to the Center's website: monthly home page slide-shift, President's blog, staff pages, press releases and other resource pages
- Design and layout of all outreach materials including the e-newsletter, brochures, appeal mailings, posters and invitations

Qualifications and Experience:

- Graphic design training and experience with expertise in Adobe Creative Suite, including InDesign, Illustrator, Photoshop, and Acrobat
- Broad experience with website design and maintenance, including HTML, CSS, JavaScript, PHP, Flash and Dreamweaver
- Experience with Google Analytics is desirable
- Ability to work with a minimum of supervision and strong attention to detail
- Collaborative, flexible, organized, and efficient work ethic
- Excellent technical and communication skills

Application Deadline: June 9th, or until filled.

Term: One year, with the possibility for extension.

Desired Start Date: Summer 2014.

Annual Salary Range: \$10,000- \$15,000 for a 10-hour work week. (compares to \$20-\$25/hr)
Exempt position, not eligible for benefits.

Application Instructions: To apply, please send cover letter referencing **Job# EYWA01** resume, and contact information for three references to jobopenings@whrc.org. Please type "Job # EYWA" in the subject line, and also include a link to your work, or submit three design samples such as a newsletter, brochure, poster or postcard.

The mission of the Woods Hole Research Center is to advance scientific discovery and seek science-based solutions for the world's environmental and economic challenges through research and education on forests, soils, air, and water. Our scientists combine analysis of satellite images of the Earth with field studies to measure, model, and map changes in the world's ecosystems, from the thawing permafrost in the Arctic to the expanding agriculture regions of the tropics. Equal Opportunity Employer.