



**Position:** Website Coordinator  
**Program:** Marketing & Communications  
**Reports To:** Associate Director, Marketing & Communications  
**Salary:** \$44,000 - \$48,000 Annually  
**Status:** 100%, Full-Time, Regular, Exempt  
**Probation:** 180 Days  
**Benefits:** Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, and voluntary 403(b) Retirement Plan

**JOB SUMMARY:** The Website Coordinator plays an integral role supporting the Marketing & Communications team of the world's largest LGBT organization by providing junior website development work for all of the Los Angeles LGBT Center's (Center) websites, blog sites, and online platforms including program, campaign, and event microsites. The ideal candidate is an exceptional and quick worker who also is creative, self-motivated, detail-oriented, personable, passionate about the Center's work, and familiar with issues and concerns related to the LGBTQ community.

**ESSENTIAL FUNCTIONS:**

- 1) Coordinate content uploads and updates for websites, microsites, blogs, and social media channels;
- 2) Coordinate development of additional website pages and content sections, including coding HTML landing pages;
- 3) Build, send, and quality test responsive emails in HTML and sending in Civi CRM;
- 4) Work with Operations Manager, Communications team, and Website Manager to maintain brand, mission, and content fidelity across all Center online properties;
- 5) Coordinate implementation and adjustments of website content for the promotion of various Center programs, services, events, campaigns, and activities (including fundraising and breaking news);
- 6) Provide direct coordination support to Website Manager;
- 7) Coordinate collection of website and social media analytics and metrics;
- 8) Organize and maintain Department digital and server files;
- 9) Coordinate project-related activities with outside vendors;
- 10) Represent the Center at community and stakeholder-related functions, events, and activities;
- 11) Identify and complete professional development opportunities and activities focused on skills and management progression;
- 12) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Minimum 1 year of experience, ideally for a nonprofit organization, coordinating website, blog, and online content;
- 2) Proficient use of Microsoft Office Suite and familiarity with semantic HTML, website content management systems, and social media platforms;
- 3) Proficient in HTML and CSS;
- 4) Direct or related experience with Civi CRM, Joomla, JavaScript, Google Analytics;
- 5) Ability to effectively troubleshoot and correct website errors;
- 6) Familiarity with SEO practices and quality assurance email testing;
- 7) Proven ability and experience working in a collaborative team environment;
- 8) Strong attention to detail, proofreading, and communications skills;
- 9) A creative and detail-orientated self-starter who can work quickly and independently in a fast-paced campaign environment, managing multiple projects in an ever-changing environment;
- 10) Willing and able to work evenings and weekends, when necessary;
- 11) Proven track record of work with a strong customer-centric focus;
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 13) Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 14) A passion for the Center's work and its mission to make the world a better place for LGBTQ people.

**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)  
website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)**

**Or submit cover letter with application/resume to:**

**Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.