

# Web Developer

Virtually Testing

## **Job details**

### **SALARY**

Un-paid

### **JOB TYPE**

Internship (20 to 25 hours per week)

### **DEPARTMENT**

IT

### **Full Job Description**

ABOUT THE JOB

### **Company**

Virtually Testing is a California, USA based 501(c)3 nonprofit organization. Our foundation is funded by individuals or corporate or government donations. Our mission is to serve a cybersecurity focused community by organizing speaker events, hands-on workshops, conferences, etc. Our members advance their skills or learn from scratch to successfully access the competitive trending and evolving cybersecurity industry.

### **Job Summary**

An ideal candidate must be a strong leader and communicator with excellent communication skills. Seeking someone with exceptional emotional intelligence who can support the achievement of ideal culture and professional brand, as well as strong engagement. You will work closely with co-founders and other executives.

Candidates must have at least 1+ years of professional experience.

### **DUTIES AND RESPONSIBILITIES**

- Maintain optimal desktop and mobile website performance for internal and external end users
- Keep stakeholders apprised of website performance and future version releases
- Troubleshoot website issues (update plugins, install patches, address latency and functionality issues)
- Manage website security (access, permissions, firewalls, patches, compliance), monitoring for performance issues or threats
- Provide website recovery/backup as needed
- Ongoingly deploy front-end enhancements to website UX and functionality
- Ongoingly deploy back-end enhancements to functionality

- Stay current on new web technologies, social networking platforms, digital marketing trends and implement as appropriate
- Manage and maintain domain and digital registries
- Collaborate with stakeholders proactively to enhance their experience to increase conversion rates and repeat visits
- Facilitate and troubleshoot regular product/inventory updates to website
- Create and maintain programs for integrating website with other core enterprise systems
- Support company's website reporting needs
- Ensure desktop and other critical enterprise systems are secure, updated regularly and monitored for threats
- Seek out and implement technology solutions to automate and scale critical business processes
- Design and maintain system documentation, end-user tools, training and training materials and related technologies

## **REQUIREMENTS AND QUALIFICATIONS**

- Proficiency in graphic design software including Sketch or Sigma, Adobe Photoshop, Adobe Illustrator, and other visual design tools.
- Some knowledge of front-end development web programming languages such as HTML and CSS, JQuery/JavaScript.
- Good understanding of content management systems a plus.
- Innovative mindset
- Fluency in English
- Your own PC with internet connection
- Familiarity with google suite (GSheet, GSlide, GDoc)
- Bachelor's (Preferred)
- Adaptable and willing to learn new techniques.
- Excellent communication and organization skills

## **SCHEDULE**

- Flexible hours between 9 am to 5 pm (Los Angeles, California Timezone)
- Monday to Friday

## **WORK REMOTELY**

- Yes

## **COMPANY WEBSITE**

- <https://virtuallytesting.com/>