



MARKETING / ANALYTICS / NETWORKING / ONLINE

Position Description

Position Title:	Junior Website Developer	Direct Reports:	
Department:	Creative Department	Classification:	
Location:	Main Office	Approved Date:	
Reports To:	Jeanie Hurd	Revision Date:	

Position Summary:

A Junior website developer is responsible for all back-end development—including, but not limited to: coding websites based on mockups in HubSpot and WordPress, troubleshooting issues, retainer work, and third party apps. Responsible for quality assurance to ensure all development work meets the highest standards, including meeting brand standards and accurate functionality prior to release. This position is expected to uphold the mission and core values established by the organization.

The Code:

Rowing defines who we are and how we do it. We believe these are the qualities that ensure that we can deliver superior results for our clients. They are the principles that we individually and collectively work by.

R - Responsibility

O - Openness

W - Willingness

I - Integrity

N - Numbers

G - Get it Right!

Essential Responsibilities:

1. Demonstrate proficiency in CSS, HTML, Javascript
2. Demonstrate proficiency in WordPress
3. Responsible for client retainer work (i.e., building new website templates, adding website animations, participating in creative brainstorming sessions, troubleshooting issues, etc.)
4. Responsible for training, acquiring, and maintaining certifications for HubSpot, inbound, and COS Design
5. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

1. Bachelor's degree specializing in FIELD or equivalent work experience.
2. One (1) to two (2) years of experience in FIELD is a plus.

Other Knowledge, Skills & Abilities:

1. Demonstrate competencies using Photoshop, Wordpress, and willingness to learn HubSpot.
2. Understand FTP, web hosting, and basic networking principles
3. Understanding of databases and MySQL
4. Willingness to get multiple HubSpot certifications
5. Desire to learn and improve your craft
6. Logical thinker
7. Detail and Process oriented
8. Ability to manage multiple projects at a time

Core Competencies:

1. Motivation
2. Detail Oriented
3. Problem Solving
4. Technology
5. Reliability

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area		X		
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)	X			
Bend, stoop, kneel, crouch, or crawl	X			
Communicate with various parties			X	
Detect flavors or smells	X			
Move containers up to 30 pounds		X		
Visual acuity				X
Read and understand written word				X
Drive/Travel		X		
Operate computer and general office machines				X
Operate Machines:	x			
Other:	x			

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
Plant environment: Exposure to dust, oil, various chemicals, and extreme noise.	x			

Warehouse environment: Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	x			
Travel: Limited exposure to outside elements.		X		
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Employee

Signature:

Date:
