WEB DEVELOPER AND INFORMATION TECHNOLOGY SPECIALIST

About the Pacific Institute

Founded in 1987, [The Pacific Institute](#) is a global water think tank that provides science-based thought leadership with active outreach to influence local, national, and international efforts in developing sustainable water policies. Our mission is to create and advance solutions to the world's most pressing water challenges.

The Institute is guided by the following strategic approach:

- **We define** new ways of thinking about core challenges to the planet.

- **We analyze and promote** concrete innovative strategies and policies to address these challenges.

- **We develop** and apply analytical tools that improve understanding and management of natural resources.

- **We communicate** with the public, media, and leading decision makers about sustainable solutions.

From working with Fortune 500 companies to disenfranchised communities, we lead local, national, and international efforts in developing sustainable water policies and delivering meaningful results.

Position Description

The Pacific Institute is seeking a full-time Web Developer and Information Technology Specialist to develop and oversee the organization's websites and information technology systems, as well as the suite of web-based tools produced by the Institute. The Web Developer and Information Technology Specialist will collaborate with research and communications staff of the Institute. The position reports to the Communications Director and regularly meets with Program Directors. This is a full-time position based in Oakland, California.

Core Responsibilities

Web development, design, and content management (70-80% time)

- Develop and maintain Pacific Institute-managed websites that effectively and compellingly communicate the organization's mission, values, and programmatic work.
- In collaboration with Institute researchers, lead technical development of web-based tools and applications that support and communicate the Institute's work.
- In collaboration with Institute communications staff, reorganize information and build new features for the Institute's organizational website (and websites managed by the Institute, such as the CEO Water Mandate) via WordPress, including ability to conduct on A/B testing and optimization with staff and partners.
- Post Institute reports, issue briefs, and other publications onto the Institute's websites:
    - http://pacinst.org/
    - http://ceowatermandate.com/
    - http://worldwater.org/
    - http://californiadrought.org/
- Track and internally report website statistics and carry out other website visitor use analytics.
- Archive and manage the storage, use, and distribution of Institute images. Acquire photos for blogs and reports. Maintain digital copies of Institute website materials.
- Diagnose barriers to engagement and develop web development approaches that maximize readership and impact.
- Develop and implement SEO strategies to increase web readership.

Technical management of communications functions (15-20% time)

- Manage technical development and dissemination of the Institute and CEO Water Mandate e-newsletters.
- In collaboration with Institute researchers and communications staff, manage the Institute and CEO Water Mandate contact lists via Campaign Monitor and develop strategies to grow these lists.
- In collaboration with Institute researchers and communications staff, manage and post strategically the Institute and CEO Water Mandate blogs.

IT Management Support (5-10% time)

- Manage multiple computer platforms: Windows, VOIP phone network for staff, and printers.
- Provide support for multiple enterprise applications including: data backups, e-mail, calendar scheduling, word processing, Internet browsers.
- Monitor and maintain overall network health and configurations: LAN, WAN, wireless access, routers, internet connectivity, server and cloud backups.
- Set up new employees with hardware and software and any employee who moves to a different location within office.
- Research and make recommendations to management on IT infrastructure in order to stay up to date and competitive.

Qualifications

- Three to six years work experience in front-end and back-end web development and IT operations.

- Ability to develop and produce multimedia websites and applications using best practices for user experience and search engine optimization and technologies such as PHP, JavaScript, Ajax, jQuery, SQL, MySQL, HTML5 and CSS3.

- Skilled in writing code for large-scale, dynamic web applications, including knowledge of a programming language for a framework such as PHP, Python, Perl, or Java.

- Knowledge of analytics and reporting software and systems.

- Familiarity with GIS desirable. Ability to incorporate geo-data into dynamic web applications a must.

- In-depth knowledge in informational technology disciplines like network operations, databases, software applications, production operations, quality assurance and systems management.

- Demonstrated ability to deliver projects within specific timeframe.

- Ability to work both independently and as part of a team, in a fast-paced environment.

- Ability to communicate technical details and problems to staff members with limited experience in technology and computers.

Compensation and Benefits:

Compensation includes a competitive salary ($55,000 to $70,000 range) commensurate with experience and a generous benefits package that includes health, dental coverage, and retirement.

Travel: In very rare circumstances, the position holder may be required to undertake business travel including overnight stays.

Equal Opportunities: Pacific Institute is an equal opportunity employer. *People of color and women are strongly encouraged to apply.*

Start Date: The position is available immediately.

Application Procedure

Please send a cover letter and resume to: jobs@pacinst.org.

Applications by mail can be sent to: The Pacific Institute, 654 13th Street, Oakland, California 94612. No phone calls please. Applications will be accepted until the position is filled.

We regret that we will only be able to contact short-listed candidates.