

## **Website Coordinator**

### **Russian Leadership Ministries—209 E. Liberty Drive in Wheaton, IL**

The mission of Russian Leadership Ministries is to impact Russia with the Gospel of Jesus Christ. To accomplish this mission, RLM partners with the national leadership to train leaders through the Moscow Theological Seminary. Russian Leadership Ministries is the primary support network for the Moscow Theological Seminary.

The seminary began in Moscow in 1993. In addition to the main campus it has seven learning centers in strategic locations across Russia. The Russian Baptist Union, which owns and operates the seminary, recognizes it as its center for theological education in Russia.

### **Job Responsibilities:**

- Revise, update and edit website content on a daily basis
- Develop relationship with CMS provider to ensure website is current in its presentation.
- Research, maintain and expand the email list
- Update and maintain the e-tapestry database
- Provide monthly reports on website activity
- Assist in organizing and maintaining the online photo library
- Other duties as assigned by the Executive Director

### **Requirements:**

A commitment to Russian Leadership Ministries' mission. Bachelor's degree preferred. Experience in web marketing and knowledge of current website trends and strategies. Skills in working with Adobe Photoshop or other photo editing software, a plus. Experience in working with a web content management system. (CMS of current web hosting firm is proprietary to their firm, SiteWrench.)

### **Status:**

Part-time; 8-10 hours per week; remotely. Flexible schedule. Position reports to Executive Director. Additional hours may be necessary at the outset of employment.

### **Salary Range:**

Compensation for this position falls between \$14 and \$18 per hour based on skills and experience.

### **To Apply, Send Resume to:**

[abbey@russianleadership.org](mailto:abbey@russianleadership.org)