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**WEB MASTER & TECHNOLOGY COORDINATOR**

**ABOUT US**

Vajrapani Institute for Wisdom Culture (VPI) is a secluded retreat center located in the stillness of the California Redwoods. Our purpose is to inspire deep spiritual work by providing supportive conditions. Both retreaters and staff members from all religious traditions are nurtured by the energy of our blessed land, holy objects, and visiting teachers. VPI is associated with the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international network of over 140 centers founded by Lama Yeshe and Kyabje Lama Zopa Rinpoche.

We are looking for a dedicated, warm and kind hearted professional who values harmony and can offer their services to a contemplative environment with a community of practitioners made up of retreaters and staff members. This individual must be service minded and understand how his/her role serves the needs of the VPI community.

**POSITION SCOPE**

This is a part-time freelance position that is vital to the health and success of Vajrapani Institute. The Web Master & Technology Coordinator will work to primarily maintain, manage and administer VPI’s various web presence needs and ideally could also help with other related technological infrastructure. Especially helpful if they can also support and/or contribute to graphic design and audio/visual media related projects important to marketing, communications, and events.

**DUTIES/RESPONSIBILITIES**

**Webmaster and Web Marketing** (main responsibilities)

* General maintenance and updates of websites – VPI main site, Wise Heart Youth, Prayer Wheel.
* Design and add new webpages to existing sites as requested
* Manage/ assist with other web-based VPI operations technology (ex: transition from RegOnline and Front Desk Anywhere to Retreat Guru, and NEON database) to support core areas including retreat registration, membership service, donor tracking and marketing.
* Ensure the web servers, hardware and software are operating correctly
* Ensure the proper management of Center owned web domains and web hosting accounts
* Backing up all MySQL Databases and site files regularly
* Spam and security maintenance
* Regular scheduled updates of software
* Payment integration, proper flow of credit card transactions
* Integration and management of third party products and software
* Manage external technology consultants, developers and vendors as needed
* Maintain technological support documentation, including procedural documentation.
* Search engine optimization and traffic analyzation
* Pay-per-click (PPC) advertising only when explicitly requested

**Media Management** (additional skills which would be helpful)

* Assist in recording, publishing and editing necessary audio and visual materials for retreat teachings.
* Assist in the development of a social media presence to help VPI outreach.
* Assist with marketing activities, primarily through the graphic design of website images, advertising, fliers and emails.

**QUALIFICATIONS**

We will consider candidates with varying levels of experience, though the ideal candidate will have the following:

* Experience with Adobe CS and CSS programming
* Wordpress site maintenance, updates and integration
* Ability to create new sites/ pages
* Knowledge of and willingness to learn external site integrations
* Skilled at prioritization, proactive and organized
* Superb graphic design skills
* Some audio and video editing skills,
* Familiarity working in a non-profit setting,
* The ability to work both independently and as a part of a team to meet deadlines in a unique environment,
* A quick learner with the ability to adapt easily to changing situations
* Resonance with VPI’s mission and core values of wisdom, harmony, loving-heartedness, spaciousness, clarity, and trust.

**COMPENSATION**

Hours for this position will vary depending on general maintenance needs and special projects. We are estimating about and average of 10 hours per week with up to 20 hours for special projects. Duties can be performed off site, although if someone is local and can join the team on site now and then that would be great. Hourly rate dependent on experience.

*Vajrapani Institute is an equal opportunity employer and seeks diversity with respect to race, religion, ethnicity, culture, gender, age, sexual orientation, and physical abilities.*