



Adventist Young Professionals

Department of Marketing

Web Specialist

Web Specialists are responsible for the day to day implementation of website updates and supporting the Webmaster in other areas as needed.

He/she is responsible for:

1. Supporting the Webmaster in the maintenance and development of the website.
2. Posting events to the AYP Calendar
3. Developing registration forms and drip emails via the CRM which integrate with calendar postings.

Direct Reports:

N/A

Reports to:

Webmaster

Time Commitment:

2-3 hours per week

Qualifications:

Web Specialists should be an individual who loves Jesus and is a baptized member of the Seventh-day Adventist Church. He/she should be excited to innovatively lead teams and projects. Previous experience in CRM is a plus!