

## Webmaster/Graphic Designer

<b>Category:</b>	Agency Posting	<b>Position Type:</b>	Full time; exempt
<b>Company/ Organization:</b>	StopWaste	<b>Salary:</b>	\$7,557-\$9,183 per month, plus excellent fringe benefits
<b>Location:</b>	1537 Webster Street, Oakland, CA 94612	<b>Final Filing Date:</b>	5/15/15 5:00 p.m.

### Final Filing Date: Friday May 15, 2015

Have a wide breadth of multi-media skills and want to work with an organization making a difference? Join our team working under a “cool roof” in a LEED Platinum building. We’re a sustainability champion for the East Bay, finding new and innovative ways to reduce waste in Alameda County.

We are looking for a multi-media specialist to join our dynamic communications team. The work includes graphic design and publishing electronic content for a variety of outreach channels including the Agency website, social media and e-newsletters.

Our ideal candidate is a team player who can juggle multiple projects at once, and who is savvy about maximizing modern media tools to create inspiring campaigns and communications. You’ll have video production skills, prior experience developing and publishing website content using Drupal as well as knowledge and experience developing content and campaigns for social media and e-newsletters.

StopWaste is a small public agency governed by three boards, the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Read more about our green building at <http://www.stopwaste.org/about/about-stopwaste/our-green-building>.

#### Minimum Qualifications

As outlined in the job description which can be found here: <http://stopwaste.org/webmaster/jobdescription>

Applicant must have knowledge of the following:

- Principles and practices of effective web design and layout, from both server and client perspectives
- Modern office practices, methods, and computer equipment, including professional image editing, vector drawing, web editing, desktop publishing, PDF creations and editing, and presentation software.
- Advanced Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), content management systems and database linking.
- Applicable Federal and State laws; Agency regulations, codes, policies, and procedures.
- Principles and practices of public presentations and materials preparation.
- Graphic art and design concepts, processes, and procedures.
- Standard and accepted English composition, spelling, grammar, vocabulary, and punctuation.
- Record management principles and procedures.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to the public and Agency staff, in person and over the telephone.

**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in graphic design, marketing, or a related field and four (4) years of increasingly responsible experience in graphic design, web design, and the development of public education materials.

**Hours and Rate of Pay**

Hours: 40 hours per week

Monthly Salary range: \$7,557 - \$9,183 plus benefits

**APPLICATION PROCEDURE**

Application materials will be accepted through email. Please email an Agency application, resume and cover letter to [jobs@stopwaste.org](mailto:jobs@stopwaste.org) by May 15, 2015 no later than 5pm PST. Include the position title "Webmaster/Graphic Designer in you cover letter and email. The required application can be downloaded at <http://stopwaste.org/appli/pdf>. Application packets may also be dropped off or mailed to the StopWaste office:

1537 Webster St., Oakland, CA 94612

**No postmarks or faxed applications accepted. Late submittals will not be accepted.**

*Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority.*

*An Equal Opportunity Employer*