



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Technology Coordinator

Reports to: Communications Director

Team: Communications and Technology

Time: Part-time (5-10 hours per week)

Salary: Volunteer, Required Travel Covered

ESW is nonprofit dedicated to a world of environmental, social, and economic prosperity created and sustained by local and global collective action. We do this through a network of chapters across the world tied together by a core headquarters team of volunteers who want to create a sustainable world outside of their work and academic lives.

The Technology Coordinator is responsible for maintaining ESW's website and web resources. ESW's website runs on Drupal 7 and also uses CiviCRM as a backend. Internally, our team uses Google Apps, Zoom Cloud Meetings, and MailChimp. The Technology Coordinator keeps all of these in line, finds ways to get the most out of these systems, and adds functionality to them—especially for the website. They will also train other team members on their use. The Technology Coordinator must also work with the Branding Coordinator to make sure the website conforms to a consistent visual identity that meets our branding standards. As ESW looks to create a stronger digital community and more robust programs, the Technology Coordinator will have a central role in making things work.

To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

Responsibilities include:

- Developing and maintaining the ESW-HQ website
- Providing training to Leadership Team and staff on any software pertaining to website (CiviCRM, etc)
- Managing and maintaining web resources (i.e. Zoom, Google Apps, Gmail, etc)
- Designing front facing content on website
- Attending weekly Communications and Technology meetings and as-needed Leadership Team meetings

Desired skills and qualifications:

- Experience or exposure to Drupal and/or CiviCRM
- An understanding of modern database-based website design
- Good communication and writing skills
- Able to work well both independently and as part of a team
- Be passionate about sustainability, and agree with our Mission, Vision, and Values
- A current ESW member, or willingness to become a member