

Web Assistant for Discovery Institute's Center for Science and Culture

This position involves the posting, proofing, and maintenance of written, audio, and video content for Discovery Institute's various websites and online platforms; assisting in the production process for books published by Discovery Institute Press; assisting in the production of email newsletters; and assisting in maintaining data and coding automatic processes in online systems. The position primarily supports the work of Discovery Institute's Center for Science and Culture, but it will also assist in tasks for other Discovery Institute programs.

The position reports primarily to the *Web Developer and Data Administrator*. Working as a part of an experienced team, the successful candidate will be web savvy, detail-oriented, and able to complete work independently given high-level instructions. The candidate is someone who enjoys thinking through problems logically and performing work to a high level of accuracy. Additionally, the candidate will have the opportunity to improve skills as a web builder and coder and assist in the administration of a dozen online systems.

About Discovery Institute and Its Center for Science and Culture

Discovery Institute is a non-profit, non-partisan organization focused on research, education, action, and cultural renewal. The mission of its Center for Science and Culture is to advance the understanding that human beings and nature are the result of intelligent design rather than a blind and undirected process. The Institute as a whole has a special interest in exploring how science and technology can advance free markets, propel new discoveries, illuminate public policy, and support human dignity and the metaphysical foundations of a free society. The Institute sponsors research in the sciences, humanities, and public policy. It organizes conferences, seminars, and educational programs for both young people and adults. It produces and disseminates books, articles, reports, and a wide array of multimedia content designed to inform the public.

Required Qualifications

- A passion for supporting the mission and programs of Discovery Institute, its Center for Science and Culture, and other Discovery Institute programs.
- Eagerness to serve and collaborate to support and maintain online publication of content for both internal and external audiences.
- Proficiency in English, and solid written communication skills in English.
- Permanent authorization to work in the United States.

- Either: Residency in Washington State *and* a willingness to work at our central office in downtown Seattle (preferred); *or* residency in Texas or Arizona and a willingness to work remotely.
- Aptitude for working with and becoming proficient in a variety of web-based tools.
- The ability to manage many pieces of content and data at once while maintaining data integrity and accuracy.
- The ability to follow step by step processes accurately when they are given and to double-check one's work to make sure it aligns to the guidelines.
- The ability to work independently on high-level problems and come up with solutions (including identifying potential problems with each solution) and then to implement the chosen solution.
- The ability to follow best practices and Discovery Institute conventions and style guide in writing, auditing, and documenting.
- Associate's degree or higher

Preferred Qualifications

- Experience with HTML and/or CSS.
- Previous content management systems experience, especially in WordPress.
- Previous Salesforce experience (particularly at an administrator or developer level).
- Experience with any coding language (preferred: Javascript, PHP, and/or Salesforce Apex).
- Enjoyment and fulfillment in completing tasks that some might find tedious like auditing and cleaning up old data/content as well as augmenting data/content to follow current standards.
- Some proficiency in multimedia editing tools.

Responsibilities

- Perform daily quality control on Discovery websites and publications, ensuring that content is current and presented without error.
- Consistently audit Discovery's websites for errors, broken links, missing meta tags, etcetera and implement solutions (including code-based) and perform data cleanup on an ongoing basis.
- Manage supporter, subscriber, and event data in a suite of SAAS systems. (Salesforce, Pardot/Marketing Cloud Account Engagement, Zoom, and Eventbrite).
- Post articles, files, books, videos, podcasts, and products at discovery.org and related websites.
- Collate and publish email newsletters using Pardot/Marketing Cloud Account Engagement.
- Assist book production/distribution process for Discovery Institute Press, and maintain Discovery Institute Press website.
- Provide technical support for authors and editors of Discovery websites and data systems, including event publication systems.

- Under the direction of the Web Developer and Data Administrator, create or update automated solutions to solve various problems in a variety of systems (including using Javascript, PHP, and Salesforce Apex).
- Other duties as assigned.

Compensation and Benefits

This is a full-time position with benefits (medical, dental, vision, bus pass: if located in Seattle). Estimated salary is \$48,000-\$60,000, depending on qualifications and experience.

Application Process

To complete the application, you will need to upload a resume and a cover letter using the link at <https://www.discovery.org/jobs/web-assistant/>. The cover letter should include the following information:

- Describe why you would like to work for Discovery Institute, especially its Center for Science and Culture, speaking directly to the mission and programming of the Center.
- Describe the relevant skills and experience you would bring to the position.
- Provide a desired salary range and your earliest available start date.

Please direct any questions about the application to Katherine West (kwest@discovery.org).