



*Help  
Ministries*

*~ Assisting You In Ministry! ~*

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## **Ministry/Job Description**

**Title:** Website Manager

### **Purpose**

The Website Manager shall perform various functions to maintain the Help Ministries website and the related websites.

**Working Location:** At one's home or office

### **Relationships**

The Website Manager is accountable to and under the supervision of the Executive Director and it ultimately accountable to the Board of Directors of Help Ministries.

### **Requirements**

- The person must be a mature born-again believer who has placed his or her faith in Jesus Christ as Lord and Savior and demonstrate a godly life
- A commitment to Help Ministries, its purpose, philosophy of ministry, and doctrinal position
- Diligent, dependable, responsible, a high degree of confidentiality, discernment in sensitive situations, integrity, teachable, and the heart of a servant
- Detail-oriented and have organizational skills
- Knowledgeable in website development and/or a willingness and aptitude to learn
- Demonstrate computer proficiency and an aptitude to learn additional skills that may be required

### **Responsibilities**

The following general responsibilities are required. More specific responsibilities will be defined as duties require.

- Ensure website functionality and perform software updates
- Ensure domain registration and hosting are current
- Develop and/or update content

### **Financial Arrangements**

Since Help Ministries is a faith-based ministry, this is not a salaried position. Accepted candidates are responsible to raise their own support or have an existing source of support. However, there may be the possibility of some supplemental salary from other sources.