



WE'RE HIRING!

WordPress Coordinator

USA RESIDENTS ONLY - REMOTE OFFICE / FULL-TIME EMPLOYEE WITH BENEFITS

Who We Are

White Stone Marketing is a medium-sized, cutting-edge digital marketing and website design agency that has been in business for over 27 years. We have always worked exclusively in the hospitality and wedding industries with numerous clients across the US. Fully remote since 2002, our team of 20 enjoys an exceptional work-life balance, a zero drama work environment, and a supportive team approach with some playfulness thrown in. If you're looking for a company where excellence is celebrated and practiced daily, you've found the right place.

What We're Looking For

Our completely remote, tight-knit group is looking for an exceptional WordPress and Design expert with extensive knowledge of the design process and the ability to build and launch WordPress websites. This candidate must be organized, hard working, and self-motivated with a zest for creativity, excellent communication skills and extensive experience in project management.

Salary Negotiable Based on Experience

Perks & Benefits

- Competitive Salaries
- Generous PTO & Holiday Pay
- 401K with 4% Company Match
- Monthly Remote Office Stipend
- Computer Reimbursement Program
- Health/Vision/Dental Coverage Available
- Remote Office Setting

Requirements

- 3+ years experience overseeing and managing WordPress teams and projects.
- Proven leadership and/or project management experience.
- Highly organized individual with strong management skills and communication.
- Experience and working knowledge of WordPress hosting environments (e.g. SiteGround), DNS, domain registration, and email hosting environments.
- Full understanding of intricacies of web design code including HTML, CSS, PHP, and JavaScript.
- Ability to solve problems creatively and effectively.
- Up-to-date with the latest web techniques and technology and able to incorporate the latest digital trends into the creative product so as to enhance the results.
- Ability to work closely with the team and clients to remain on budget and within time constraints on numerous web design projects.
- Ability to prioritize work and resources across many on-going engagements and product builds.
- Excellent verbal & written communication skills with internal remote team and externally with clients.
- Must have experience working with a remote and distributed team.
- Can demonstrate a track record of success working with WordPress websites - portfolio required.

Nice to Have

- SEO knowledge and experience.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator or other visual design tools).
- Working knowledge of Google Search Console, Google Analytics, and Google Workspace.
- Experience with the hospitality or wedding industry.
- Bachelor's degree is a plus.

What You'll Do

- Participation in multiple, simultaneous WordPress design builds from conception to post launch.
- Collaboration with the sales team to ensure appropriate scope of work for each client.
- Responsible for the project management and standard of output for numerous ongoing projects from the initial sale to post launch in accordance with deadlines and budgets.
- Client Communication - Lead design kick-off calls to ensure expectations are met and understood, ensure deliverables are obtained, offer status updates, as well as communication for the review process, review updates, hosting, launch and post launch discussions.
- Collaborate with both the team and the client on content, design organization, needs and creation.
- Handle setup and maintenance of hosting accounts on SiteGround, DNS, and provide domain registration and mail server assistance as needed.

This is a FULL TIME employment position for US RESIDENTS ONLY and not a Freelance opportunity.

How to Apply

Send cover letter, resume, and portfolio to Susan Galvin at susang@whitestonemarketing.com.