



Job Title :	Web Developer
Location :	Spring, TX 77386
Job Type :	Full Time / Non-exempt
Department :	Commercial Services

Job Description:

To design and develop Kenyon’s external and internal websites and related incident family and personal effect catalog websites, collaborate with the creative team, and provide excellent customer service to colleagues and clients. Designated backup for Director, IT.

Responsibilities include:

- Develop and maintain the company's websites. Design the front-end of the sites using responsive design with a focus on user experience. Build and maintain the back-end functionality with a focus on efficiency and security.
- Write pure standards-complaint code.
- Test, debug, and build code that works across multiple browsers and digital platforms.
- Responsible for maintaining and updating the Kenyon internal staff resource website (intranet).
- Responsible for creating, updating and maintaining secure family websites and Personal Effect catalog websites during an incident. Maintains contact with the client during an incident to update the websites and provide reporting, as needed.
- Advanced knowledge of Dreamweaver (CC), HTML5, CSS3, Adobe Photoshop (CC), PHP, Apache server, MySQL and client-side security protocols.
- Intermediate knowledge of WordPress, SEO fundamentals, marketing automation and social media tools where they overlap with web development.
- Responsible for researching new web-related technologies and methods and applying them to Kenyon systems while removing out of date technologies.
- May be asked to assist in providing Kenyon employees with software support for various software applications including IT support as needed.

Summary of essential soft skills and job functions:

- Comfortable with cross-functional communication with other Kenyon departments including Crisis Communications, Kenyon International Call Center, Operations, Finance, Commercial, administration and legal.
- May be asked to deploy domestically or internationally to assist in operational activities.
- Be comfortable with shifting priorities, rework, and ambiguous situations and flexible to work in the office or disaster field environments.
- Must be detail oriented, flexible and able to work independently with a minimum amount of supervision with good analytical, planning and interpersonal skills (team player, proactive and assertive).

Reports directly to Director, Commercial Services.

To apply for this position, please submit a current resume and cover letter to beatya@kenyoninternational.com.