
Web Operation Specialist

Department: IT

Reports to: Senior Web Developer

The [Society of Hospital Medicine](http://www.hospitalmedicine.org) (SHM) is the premier medical society representing hospitalists – physicians whose primary professional focus is the general medical care of hospitalized patients. Hospitalists’ activities include: patient care, research, teaching and leadership related to hospital care. The society was established in 1997 specifically to support and enhance the practices of hospital doctors and the patients they serve. SHM serves as the leading resource and voice for hospitalists across the nation.

JOB SUMMARY

SHM is currently looking for a bright and motivated Web Operation Specialists to work in the Information Technology department helping to maintain SHM’s website and perform on web services work as needed.

The Web Operation Specialist role represents a unique opportunity for the right person to gain valuable web development experience working in a professional team environment. SHM has been voted by the Philadelphia Business Journal as [one of the best places to work in 2021](#).

The ideal candidate must possess a professional demeanor and be self-motivated. Most importantly the candidate must have a strong desire to learn and an interest in pursuing a career in the related field.

DUTIES AND ESSENTIAL JOB FUNCTIONS

The position supports the work of the Information Technology Department in the following activities:

- Develop webpages for existing content and update content within the multiple Content Management System (CMS)
- Responsible for maintaining various web properties upon request
- Provide support in quality assurance of SHM’s website
- Monitor and administer web-related tickets, third-party hosting, domain providers, and assist in co-managing web development related projects for the organization
- Assist with IT infrastructure related requests

QUALIFICATIONS

We prefer candidates who have:

- One year of professional experience (internship or full-time employment)
- Experience with web development in WordPress

- Experience with full web development life cycle in multiple environments
- Professional-level knowledge of HTML & CSS, Bootstrap, PHP, JavaScript/jQuery
- Basic knowledge of Google Analytics or equivalent reporting tool
- Adhere to best practices in web development standards
- Strong verbal and written communication skills
- Experience researching and recommending new programs and systems
- Experience with .net – this is a plus but not required
- Application development experience – this is a plus but not required
- Video editing skills in Adobe Premiere Creative Cloud – this is a plus but not required
- Work samples – this is a plus but not required

SHM OFFERS:

- Competitive compensation package
- High-energy, business casual atmosphere (*currently remote due to COVID-19)
- Location near public transportation just north of Center City Philadelphia
- Opportunities for leadership, professional development, and career advancement

Interested candidates should send a resume, cover letter including salary requirements, and your best writing sample to: hr@hospitalmedicine.org

SHM is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, national origin, age, physical or mental disability, or veteran status.