

# Website Coordinator | Shelby American Inc

JOB POSTING – 1/24/2019

Shelby American is looking for a talented individual to join our marketing and creative team! If you're a web designer who's flexible, capable of working on a variety of different projects while managing multiple overlapping deadlines and wants to join a company whose as fun as they are fast when the pressure's on, then we can't wait to meet you.

As a website coordinator in our marketing team, you'll be the engine that makes Shelby.com run on all cylinders! You'll work closely with team members and stakeholders to develop dynamic marketing tools to promote Shelby American, Shelby Performance Parts, and partner companies. The ideal candidate will be comfortable working with a range of digital mediums, including by not limited to the DNN CMS, HTML, CSS and more!

*This is an on-site, in-house position. Please do not response as a freelance or production house.*

## Responsibilities

- Coordination and management of Shelby.com
- Web Design and development
- Development and distribution of email blasts through constant contact or other software
- Maintaining Shelby's media distribute site
- Collect and archive analytical data, helping the Shelby team to make data driven decisions

## Requirements

- All work must be done on-site in our offices
- A self-starter, with the ability to complete tasks without constant supervision
- Firm understanding of web marketing and web design best practices, including responsive design, usability, and designing for maximum deliverability
- Able to operate with a high level of energy, commitment, and enthusiasm to take on a complex, challenging role in a dynamic, fast-paced organization
- Able to handle multiple projects, requests and priorities at the same time
- Strong communication, presentation, project management, and critical thinking skills
- Flexible work hours, weekend and evening work may be required from time to time
- Able to translate objectives into actionable plans

## Knowledge and Skills

- Strong design, layout and conceptual design skills
- JavaScript experience
- HTML5/CSS3 experience
- Comprehensive knowledge of digital media solutions
- Proficient in a Microsoft ecosystem
- Proficient with Microsoft Office products

## Pluses!

- Working in the Dot Net Nuke CMS
- Proficiency using Adobe Creative Suite
- SQL Server experience
- Knowledge of photography and photography equipment
- Knowledge of video editing and Video production
- Knowledge of social media platforms and social media best practices

## Required Application Materials

- Please send applicable Material to [recruiting@shelby.com](mailto:recruiting@shelby.com)
- Resume
- Cover letter
- Portfolio demonstrating relevant skills
- A test may be required