



WebServesUs – Associate Director

Job Description:

The Associate Director of WebServesUs is in charge of the day-to-day operation and of the technical vision and structure of the nonprofit. AD responsibilities include leading the development in producing company websites, portals and web applications. In this role, the AD is in charge of the marketing & sales, client management, customer outreach programs, office management, resource allocation, and human resources. She/He is also the second person in command of all the other directors' roles and their related responsibilities. Secondary tasks include market research, marketing presentations that represent the company health and direction in the current and future fiscal years. She/He has a role that is both internal and external to the company.

Responsibilities:

- Support WebServesUs organization
- Produce forecasts, budgets, and technical strategies
- Write technical documents for funding and public outreach
- Create and maintain company internal and external websites
- Create and maintain company's databases, web applications
- Maintain business accounts and client relationships
- Run the office and staffing support
- Generate business proposals

Conditions: Part-Time (20 hrs/wk).

Location: Manhattan, SOHO (Subway: 6 or N/R)

Compensation: Small stipend to begin, eventually to become permanent salaried position.

How to Apply:

Send email with cover letter and resume.

Do not call first.

info@webservesus.org