Job Opportunity: Part-Time Website Manager (Philippines-Based)

Organization: University of the Philippines Nursing Alumni Association International (UPNAAI)

Position Title: Part-Time Website Manager

Location: Remote (Must be based in the Philippines)

Hours: Up to 20 hours per month

Compensation: ₱500 PHP per hour (Up to ₱10,000 PHP per month)

About UPNAAI

The **University of the Philippines Nursing Alumni Association International (UPNAAI)** is a California-based 501(c)(3) non-profit organization dedicated to uniting UP nursing alumni worldwide, supporting nursing education, advancing professional growth, and serving local and international communities.

We are seeking a detail-oriented, reliable, and tech-savvy **Part-Time Website Manager** based in the Philippines to maintain our web presence, ensure robust site performance, and support our digital growth strategy.

Position Overview

As the Part-Time Website Manager, you will be responsible for the routine technical maintenance, responsive design upkeep, media optimization, and security monitoring of the UPNAAI website. You will collaborate with our non-technical committee leads to keep content fresh, secure, and accessible to our global alumni, donors, and members.

Key Responsibilities

- **Website Maintenance & Technical Updates:** Maintain core site functionality, update layout elements, fix broken links, and troubleshoot minor bugs or layout issues using HTML, CSS, JavaScript, and related web tools.
- **UX/UI & Mobile Responsiveness:** Ensure clean, intuitive site navigation optimized for desktop and mobile devices.
- **Media & Performance Optimization:** Optimize images, documents, and media files to maintain fast page load speeds and smooth site performance.
- **Security & Data Integrity:** Practice "security by design," protect member/donor information, and proactively identify and resolve basic site vulnerabilities.
- **Content & Committee Support:** Update site content (news, events, awards, and achievements) in alignment with UPNAAI's mission.
- **Documentation & Communication:** Maintain clear update logs, document site changes, and translate technical concepts simply when communicating with non-technical committee members.

Qualifications & Requirements

1. Location & Education

- **Must be currently residing in the Philippines.**
- Minimum 1st-year student enrolled in Computer Science (CS), Computer Engineering (CE), Information Technology (IT), or a related technical discipline. Higher-level students or certified web developers are strongly encouraged to apply.
- Familiarity with working with U.S.-based non-profit organizations or global alumni associations is a plus.

2. Technical Skills

- Working proficiency in **HTML, CSS, and JavaScript.**
- Solid understanding of **UX/UI principles** and **responsive web design.**
- Familiarity with tools like **GitHub**, **VS Code**, or similar code management and design workflows.
- Basic understanding of web security principles, data handling, and backend logic to troubleshoot common web issues.

3. Soft Skills & Work Ethic

- **Strong Communication:** Ability to explain technical concepts clearly to non-technical stakeholders.
- **Time Management:** Highly reliable, organized, and capable of managing a flexible 20-hour monthly workload consistently.
- **Mission Alignment:** Genuine interest in supporting UPNAAI's goals, alumni outreach, and donor engagement efforts.

Compensation & Work Hours

- **Pay Rate:** ₱500 PHP per hour.
- **Workload:** Up to 20 hours per month (Flexible remote schedule, max ₱10,000 PHP/month).

How to Apply

Interested candidates are invited to submit their **Resume/CV** along with a **Portfolio or Links to Past Web Projects** detailing their specific role and contributions.

Please send your application to the UPNAAI Search & Selection Committee at **any or all** of the following addresses: **cdelrey.upnaai@gmail.com**; **mariabmelanson.upnaai@gmail.com**; **m.j.ganapin@gmail.com** with the subject line:

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Application: Part-Time Website Manager - [Your Full Name]
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UPNAAI is an equal opportunity organization committed to compliance with non-profit governing standards.