

Houstonfirst

Job Posting

Position:	Web Designer
FLSA:	Exempt
Department:	Marketing Department
Reports to:	Director of Web Development
Reporting Location:	Greater Houston Convention and Visitors Bureau
Workdays & Hours:	Monday through Friday, 8:00 a.m. – 5:00 p.m.

SUMMARY: The Marketing Department of Houston First is charged with creating and presenting a positive image of Houston as a premiere destination for leisure travel and conventions through advertising, public relations and direct-to-consumer marketing (websites). The Web Designer will primarily be responsible for the design and maintenance of (3) of our Leisure Destination web sites: Comicpalooza.com, HoustonCulinaryTours.com, and HoustonFilmCommission.com.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Design and Develop web content for Comicpalooza.com, HoustonCulinaryTours.com, and HoustonFilmCommission.com
- Collaborate with other departments to deploy content to websites within the network
- Create colorized mock ups as a part of the web development process
- Develop user funnels/user stories to visualize the expected visitor flow through the web site with a clearly defined conversion event
- Contribute to the Houston First Web Network Knowledge Base
- Other duties as assigned

REQUIREMENTS (special training, certifications, college degree, etc.)

- Bachelor's degree in a related field or commensurate experience
- Three to five years of professional experience in Web design, implementation, and architecture

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Competency in HTML, CSS3, and JavaScript/jQuery
- Experience with Adobe Flash, HTML5 or other related software preferred
- Familiarity with Web trends and best practices for UX/UI design
- Adobe XD experience a plus
- Content Management System experience a plus
- Proficiency in Adobe Photoshop (Illustrator a plus)
- Experience in Web design, front-end development, testing/debugging and implementation
- Highly-motivated and self-directed with the ability to set priorities and meet deadlines
- Ability to work both as part of a team and independently, and to manage multiple projects
- Excellent oral and written communication skills and able to clearly convey information
- Computer literacy is required, including basic Excel and MS Word
- Effective communication including oral, written and listening skills
- Positive attitude towards work and a strong customer service focus

MISC.

- Must pass a pre-employment drug test

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

ANNUAL SALARY: Commensurate with experience

POSTING DATE: May 4, 2018

CLOSING DATE: Until filled

APPLICATION PROCEDURES

- Fill out "Application Form" and attach a current resume
- Submit resume to Human Resources: hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer