

Global Environmental Governance Project

Website Designer Job Description

REPORTS TO: Maria Ivanova, Global Environmental Governance Project Director

GLOBAL ENVIRONMENTAL GOVERNANCE PROJECT OBJECTIVES

The Global Environmental Governance (GEG) Project, a joint initiative of The College of William and Mary and the Yale Center for Environmental Law and Policy, aims to facilitate thought and action for strengthening environmental policymaking at the global level. The Project provides a clearinghouse of environmental governance information for scholars, researchers, students, policymakers, and diplomats. Standing at the interface of traditional disciplinary boundaries our research informs the policy processes that are determining the future and fate of environmental governance within the UN system. www.environmentalgovernance.org

JOB PURPOSE

Web designer is responsible for creating the new look and feel of World Wide Web pages for the GEG Project website. This involves developing a graphic design that effectively communicates the ideas being promoted by the GEG Project. A web designer is expected to take part in the initial planning of the upgraded GEG website, discussing ideas for the layout and organization of the website, the types of colors or images to use (photos, illustrations, videos, etc.), and other matters concerning overall graphic design and web functionality.

PRINCIPAL REQUIREMENTS

- Translating GEG Project informational content into a functional website
- Mapping and outlining website's structural content
- Creating and editing images and graphics for website use
- Determining all coding requirements for site improvements
- Creating templates of approved website layout
- Coding website using HTML, GUI, or other appropriate web design tools
- Creating verbal content for the website
- Integrating verbal content with website design for final product
- Posting completed website to Internet server using appropriate software
- Submitting completed website to search engines
- Web pages should be accessible and functional for use by all levels of the external audience on all types of systems, including older personal and Macintosh computers

PERSON SPECIFICATIONS

The candidates are expected to demonstrate direct substantial experience in:

- Languages: HTML, XHTML, JavaScript, .NET, CSS, PHP, SQL, and others
- Software: Dreamweaver, Paint Shop Pro, Photoshop or Adobe Illustrator, and others
- Operating Systems: Windows, UNIX, Macintosh, and others
- Browsers: Internet Explorer, Firefox, Safari, Chrome, and others

EDUCATION

Bachelor's degree in IT, Graphic Design, or similar discipline is strongly preferred. Web Technologies or Multimedia Certifications considered in lieu of education.

PREFERRED EXPERIENCE

- 2 years of experience in a) creating policy research focused interactive websites and b) training end users
- 2 years of web application documentation in the English language
- Experience in working on environment-related subjects including, but not limited to: climate change and climate change adaptation, sustainable development, biodiversity conservation, natural resource management, etc

HOW TO APPLY

All candidates are required to review the GEG Project current website and submit the following documents to Ms. Shawna Cuan at: shawna.cuan@environmentalgovernance.org:

1. CV (1 page)
2. Cover letter (1 page)
3. Proposal on improving the GEG Project website (3 pages maximum). The proposal should include: a) list of concisely justified improvements, b) required resources, and c) tentative schedule
4. Sample of previous work

DEADLINE FOR APPLICATIONS IS MARCH 16TH, 2010