



Website Manager

For consideration, please send a cover letter and CV/resume to info@humanrightsresearch.org.

Who We Are:

Human Rights Research Center (HRRC) is an established nonprofit start-up that brings a multidisciplinary approach to human rights and seeks to bridge the gap between academic research and the wider public. We **educate** through facts, **advocate** using our research findings, and take **action** to implement change.

HRRC is looking for a **volunteer** Website Manager to join the team. Given the nature of this role's work, this position can be completed remotely.

Who You Are:

You are a champion for international human rights. You are a self-starter and strong, independent worker who needs little guidance. You have exceptional interpersonal, writing, and communications skills and are highly organized and motivated. You are an expert multitasker and problem solver, someone who is creative in seeking technical solutions. You have experience with website design (UX) and technical development, troubleshooting, as well as a strong understanding of search engine optimization and analytics.

What You'll Do:

- Lead the creation of site content and features to continually improve the website user experience and support the organization's goals and strategies.
- Manage the website's content, including writing new content, creating new pages and functionality, editing and auditing existing content, and removing outdated content.
- Identify and troubleshoot website technical issues. Ensure website functionality and perform software updates.
- Monitor, assess, and report on website performance. Monitor site analytics and develop monitoring dashboards for performance tracking. Work closely with internal teams to advise on Web Analytics data use and strategy, and content development.
- Increase traffic and engagement to the website. Apply SEO and SEM best practices and strategies.
- Assist the social media team with online campaigns and other marketing efforts.
- Ideal candidates will have strong working knowledge and experience with Content Management Systems, particularly Wix. Working knowledge of web analytics tools (e.g., Google Analytics).

Compensation and Commitment

This is a volunteer, virtual opportunity with the expectation of 2-4 hours of work per week. At least a six-month time commitment is required.



Human Rights Research Center (HRRC) is committed to equal opportunity and promotes equity and transparency as core values. HRRC practices inclusiveness in decision making through the use of consultation with employees throughout the organization. HRRC does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities, and identities are encouraged to apply.