



**Job Title:** Webmaster

**Department:** Marketing

**Reports to:** TBD

**Location:** Pittsburgh, PA, USA or remote

**Company Overview:**

Liberated Syndication (Libsyn) pioneered the system to host and publish podcasts in 2004. Today, we are one of the industry's largest podcast and advertising networks with over 75,000 customers serving 6 billion downloads a year. We build products that are easy to use, so our customers can focus on creating great content. We provide a working environment that is challenging, exciting, collaborative and most importantly, fun.

We love problem solvers, geeks, artists, dreamers, doers, visionaries, fixers, and facilitators. With the industry undergoing explosive growth, podcast advertising is expected to exceed \$2 billion in 2023. Why not be part of that growth and apply to become part of the Libsyn Team? Your unique skill set might be exactly what we are looking for...and did we mention that our benefits are GREAT!?

**Job Summary:**

Administers and maintains the organization's websites. Monitors site traffic and performance and enacts changes in the site's technical architecture to ensure that the website remains responsive and stable. Maintains related hardware and software, installs upgrades, and resolves system errors as they arise. Designs and creates content and graphics for websites. Ensures the website is properly integrated with related computer systems and back-end processes.

**Duties/Responsibilities:**

- Provide technical support to respond to technical issues, research and resolve problems
- Assist in evaluating and testing new marketing tools as they relate to the website and its operation
- Monitor website stability including uptime, page speed, links, images, and all other associated website UX is working as intended
- Regularly report on opportunities for continued technical and conversion optimization
- Designing websites from concept to completion
- Designing graphics for websites
- Conduct A/B tests and other performance measure

**Required Skills and Abilities:**

- Excellent verbal and written communication skills.

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong design eye and aesthetic skills.
- Ability to function well in a high-paced and at times stressful environment.
- Advanced with web based content management systems (such as WordPress or similar).
- Proficient with Adobe Creative Suite (Illustrator, Photoshop and InDesign)

**Required Education and Experience:**

- Associate's or Bachelor's degree in Graphic Design, Marketing, Computer Science or a related field
- 4+ years of experience designing websites
- Experience in updating and maintaining several websites
- Strong experience in website performance optimization
- Experience creating responsive design
- Experience with UI/UX
- Strong problem-solving and communication skills
- Ability to shift gears in a fast-paced environment
- Ability to learn quickly and work independently or collaboratively with a team

**Preferred Education and Experience:**

- Experience in WordPress development
- Experience with subscription based websites
- Familiarity with Podcast Hosting Platforms

**Benefits:**

- Medical, Dental and Vision Coverage
- Long-Term Disability Coverage
- 401(k) Saving Plan
- Paid Vacations and Holidays
- Opportunities for Flexible Work Arrangements
- Educational Opportunities

**Opportunities for Everyone:**

Strong teams bring diverse communities of people together, and we take the same approach when building our team. We thrive on differences and believe it is critical to our success as a global company.

Libsyn is proud to be an equal opportunity workplace that seeks to attract, retain, develop and advance the most talented people from a variety of backgrounds, perspectives, and skills. We therefore encourage applications from all genders, races, religions, ages and

sexual orientations, as well as parents, veterans, people living with disabilities, and any other groups that could bring diverse perspectives to our business.