



Web Project Manager

FULL TIME / REMOTE/ SAN DIEGO
REPORTS TO WEB DEVELOPMENT SUPERVISOR

Mari+Gold is a creative marketing agency that lives and breathes Hospitality, Tourism and Lifestyle industries. We are looking for a Web Project Manager who is a talented mix of organized, strategic, and relational, in addition to being well-versed in the web development space.

As the Web Project Manager, you will work with the development team on the completion of all web development and web projects occurring. You will partner with clients, brand managers, track timelines and budgets, manage the content, QA, and website launch phases to ensure successful launch and completion of projects. You will have ownership over small web projects as assigned and theme build-outs.

At Mari & Gold, our web developers are knowledgeable in both front-end and back-end technologies and languages. You'll be utilizing best practices in HTML, CSS, JavaScript, Liquid, and PHP to deliver quality websites built on Shopify and WordPress CMS.

You'll collaborate closely with our web team in a fast-paced environment while juggling multiple projects and priorities. It's imperative that you are meticulously organized, adaptable, and are relentlessly passionate about producing quality work. If you are a motivated self-starter eager to hit the ground running, thrive on solving problems, and execute project deliverables flawlessly, all while keeping our clients happy, then this is the role for you. In order to support our development team, we may partner with other contractors to maximize our talent and offerings.

RESPONSIBILITIES

Project Management

- Website Content and Assets
 - Gather and organize content and assets for websites
 - Perform website content entry and updates
 - Provide list of content/asset needs
 - Assist in simple content edits from clients that do not require a developer
 - Content entry
- Quality Assurance & Website Launches
 - Delegate all QA to appropriate team members
 - Oversee website launch checklist and ensure all steps have been completed as needed
 - Set up redirects



- Oversee creation of tutorial videos for client
 - Other duties as assigned
- Theme Website Build-Outs
 - Project manage WordPress and Shopify websites
 - Create timelines and build projects on ClickUp
- Department Support
 - Track upcoming projects and coordinate team resourcing
 - Manage contractors and their projects
 - Partner with brand managers to offer technical support and project updates
 - Create estimates for new projects and manage billing
 - Manage and report on project budgets

SKILLS AND QUALIFICATIONS

- 1-4 years of professional project management experience
- Fluency in Adobe CC, including Photoshop, InDesign, and Illustrator
- Experience working in WordPress, Shopify, or a relevant CMS
- Experience working in HTML, CSS, JavaScript, Liquid, and PHP
- Other useful skills & knowledge: Content Management Systems, Dropbox, G-Suite, Asana, etc.

COMPENSATION AND PERKS

- \$60,000+ DOE
- Medical/Dental/Vision Insurance, available day one
- Generous employer contribution towards Medical/Dental/Vision
- 401(k) plan
- “Work from where you want” culture - includes stipend to support flexible working arrangements
- Professional development and learning stipends
- 15 vacation days that will accrue in your first year; Vacation days increase with tenure
- 9 paid holidays + 2 paid flexible holidays
- Team events - in person and remote opportunities
- Career track development - Opportunities for partnering, learning and growing
- Family Leave Benefits

COMMITMENT TO DIVERSITY

Mari+Gold is continuously striving to create a more vibrant environment with diversity and inclusivity as its foundation--we welcome individuals of all backgrounds, experiences, and lifestyles. We believe we create the best work when every team member feels comfortable being their true, authentic selves.



Mari+Gold is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe the more inclusive we are, the better our work will be!