Virginia & Truckee Railroad
http://www.virginiatruckee.com

POSITION TITLE: Wordpress/SEO Manager (Webmaster)

POSITION LOCATION: Virginia City, NV

POSITION DESCRIPTION:
Virginia & Truckee Railroad is looking for a Computer Science student, likely a sophomore (someone who will be around for a year or two). Virginia & Truckee Railroad need a student who wants to pick up a very flexible part-time opportunity to manage the Wordpress site and also get involved with the V&T social media presence. The current webmaster would remain on the project as a resource and would train the student-worker in understanding webhosting, Wordpress, the Facebook page, Twitter, and Google My Business (which includes managing SEO, Maps listings, etc.).

PREFERRED QUALIFICATIONS:
- Some demonstrable experience building and hosting websites (provide link even if it’s not on archive.org)
- Most work can be done from student’s location, so student needs a computer for Wordpress development with good Internet connection
- Occasional travel to Virginia City to generate content for blog posts and pages
- Blogging, photography, and content creation skills
- Wordpress site management skills
- Wordpress page building and updates skills
- SSL certificates for HTTPS access
- MySQL for database backups and migration
- Facebook page admin
- Other social media need to develop: Twitter, Instagram, etc.
- SEO analysis

SALARY INFORMATION: Depending on experience, hourly wage would range from $10 to $15 per hour

HOW TO APPLY:
Interested applicants should send in a resume and cover letter to jim@virginiatruckee.com.