



**Job Title:**  
**Website Designer**

**Reports To:**  
President/Owner

**Start Date:**  
July 5, 2021

### **Job Overview**

Cultivation Network, Inc. is a full service marketing agency located in Murfreesboro, TN (Greater Nashville area). We sell B2B services such as Website Design, Development, Ongoing Maintenance and Hosting; Mobile Applications; Search Engine Optimization; Digital Footprint Reporting and Strategies to improve Digital Footprint; Shopping Cart and Payment implementation for Websites and Apps; Graphic Design; Brand and Logo Design; Marketing items and Print materials; Social Media Setup/Branding & Campaigns; Search Engine Marketing through Yelp, Google Ad Words, Facebook and other requested platforms; Branded Apparel; Event and Trade Show planning; and any marketing services our clients request. We encourage you to visit [www.cultivationnetwork.com](http://www.cultivationnetwork.com). We are a small but quickly growing firm needing to add an experienced Website Designer as soon as possible.

The ideal candidate will be experienced in Word Press as the primary website design platform. Adding e-commerce solutions and various plug-ins to Word press websites is also a must. The person must be detail-oriented, professional, organized, self-motivated, and able to function in a fast-paced and changing environment, as is the nature of a marketing agency. This is not a remote-in position. This is a full time, in-house position at our location in Murfreesboro, TN. The candidate should also be someone who is driven by a desire to succeed, learn and grow with this company long-term.

### **Responsibilities and Duties**

- Candidate must be able to complete projects in a timely manner and meet deadlines.
- Candidate must keep an ongoing project list and an organized calendar.
- Candidate must be able to pay close attention to detail, able to think creatively and work independently.
- Candidate may need to assist other team members, including other designers, to meet project deadlines and directives as set forth by the President.
- Candidate will be expected to represent the company in the best manner possible and be professional at all meetings, events and sponsorship opportunities.

## Qualifications

- Candidate should be High School graduate and have at minimum: an Associate Degree, two or more years of college or university or five years of relevant work experience.
- Must be at least 21 years of age, have a valid driver's license, eligible to work in the United States and have reliable transportation.
- Experienced in building websites using Word Press and other website design applications. General knowledge of mobile applications, marketing services, graphic design, search engine optimization, and digital advertising.
- Highly experienced in Word Press, e-commerce solutions and plug-ins; Microsoft Office 365, Outlook, Word and Excel; and knowledgeable of Adobe Creative Suite products, specifically Photoshop, Illustrator and InDesign.
- Able to write professional communications via email.
- Able to occasionally lift boxes containing promotional or trade show items.
- Able to attend events occasionally as required by the President.
- Characteristics that are a must for this position include: trustworthy, reliable, hard-working, goal driven and professional.
- Candidate should submit with resume examples of websites created.
- Candidate will be expected to only work for this company, no outside projects or side jobs related to website design or related projects.

## Compensation

This is a full-time salaried position (40 hours) with compensation based on the applicant's experience. There is a 90 day probationary period after the first date of employment. Beginning September 1, 2021, we will add a quarterly incentive (monetary) program for this position based upon goals set each quarter for the Company and the individual employee.

You will receive five paid vacation days per year, after an initial 9 months of employment; 2 paid sick days; and 10 paid holidays each year. Other time off may be requested as unpaid time and must be approved by the President. No longer than 5 consecutive days of time off will be granted, unless approved by the President.

Unfortunately, we are not able to offer medical benefits or insurance at this time; however, we are working on adding health insurance and other benefits or compensation toward health insurance and other benefits in the future.

Cultivation Network is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Resumes and a letter describing why candidate would succeed at this position should be submitted to President via email at [jcole@cnet.biz](mailto:jcole@cnet.biz). Please provide at least 3 references with current phone numbers.