

GREEN-WOOD

Position:	WordPress Web Developer (Contract)
Contract Duration:	3–6 Months
Anticipated Start Date:	Immediate
Department:	External Relations
Reports to:	Senior Director of External Relations
Location:	Remote, with availability during business hours (9am–5pm EST)
Estimated Time Commitment:	Approximately 10 hours per week, with occasional weeks up to 15 hours as needed
Pay Range:	\$80–\$100 per hour, commensurate with experience. Additional hours beyond the monthly scope, if needed, may be billed separately.
Contract Terms:	This position is structured as a 1099 independent contractor engagement . Successful candidates will be required to complete a W-9 as part of the onboarding process.

ABOUT GREEN-WOOD

The Green-Wood Cemetery is the permanent residence of more than 580,000 individuals and a beloved public destination, welcoming nearly 500,000 visitors annually. Spanning 478 acres of historic grounds, grand architecture, and world-class statuary, Green-Wood is more than a cemetery—it is a National Historic Landmark, an accredited arboretum, an outdoor museum, and a cultural hub rooted in the heart of Brooklyn.

As a living cemetery, Green-Wood blends preservation, nature, and community engagement with innovation. Our work spans a wide range of programming—from the arts and education to environmental stewardship, workforce development, restoration, and scholarly research. Through it all, we remain deeply committed to honoring our mission and treating every visitor and family with care, dignity, and respect.

ABOUT THE OPPORTUNITY

The Green-Wood Cemetery is seeking an experienced WordPress web developer to manage and improve our website over a 3–6-month contract period. This role is focused on the day-to-day health, performance, and usability of our WordPress site, as well as coordinating cross-platform updates

related to events and e-commerce. The role is open to independent developers as well as firms or agencies.

This partner will manage our website and related platforms, build and maintain pages and templates, build and publish event listings, and address ongoing technical needs as they arise. The contract is intended as an initial engagement, with the possibility of a longer-term working relationship.

We're looking for a reliable, proactive collaborator who can keep our site running smoothly while identifying and implementing practical improvements. Ideal candidates bring strong WordPress experience, solid front-end development skills, and the ability to communicate clearly with non-technical teams.

KEY RESPONSIBILITIES:

- **Manage the day-to-day** technical health of Green-Wood's WordPress website, including performance, reliability, content integrity, accessibility, security best practices, and creative judgment.
 - **Build, maintain, and deploy** landing pages, page templates, and large seasonal or one-off program releases within the site calendar, including creating and linking event listings between WordPress and Eventbrite.
 - **Perform ongoing maintenance**, updates, and coordination with third-party tools and integrations, such as Zapier, Eventbrite, and Shopify, to ensure reliability and data consistency.
 - **Troubleshoot, test, and resolve** site issues across browsers and devices with an emphasis on stability and user experience.
 - **Documentation processes and changes** and provide periodic progress updates to support transparency and continuity across teams.
 - **Contribute technical guidance** to front-end design discussions, including back-end implications, feasibility, and long-term maintainability.
 - **Assess the current site setup and inherited codebase** against WordPress best practices and recommend prioritized, practical improvements that balance performance, sustainability, and institutional needs.
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PREFERRED QUALIFICATIONS:

- **A minimum of 3 years of professional experience working with WordPress**, including customized themes and integrations with third-party platforms (such as Eventbrite and Shopify) to support real-world production environments.
- **Demonstrated experience managing live production websites**, with an understanding of stability, uptime, and change management.
- **Proven ability to troubleshoot and resolve issues** related to WordPress plug-ins, themes, and updates.
- **Strong working knowledge of front-end web technologies** (HTML, CSS, JavaScript, PHP) as they apply within the WordPress ecosystem.
- **Experience with performance optimization, quality assurance, and debugging** across modern browsers and devices.

- **Working knowledge of on-page SEO principles** and WordPress performance best practices.
 - **Experience improving landing page performance** using basic analytics, testing, or optimization tools, with an eye toward user behavior and conversion.
 - **Familiarity with design systems or component-based workflows**, and the ability to work within established visual and structural guidelines.
 - **Strong communication skills** and comfort collaborating with non-technical stakeholders across departments.
 - **Familiarity with ADA compliance and accessibility best practices**, and a commitment to building inclusive digital experiences.
 - **Availability to be on-site occasionally**, as needed, to support coordination or time-sensitive launches.
 - **Experience working with legacy cultural or historical institutions is a strong plus.**
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READY TO APPLY?

Bring your experience, insight, and energy to a mission-driven institution with a living history and a bold future. This is an opportunity for an agency or solo developer to collaborate with a thoughtful, cross-functional team and make a meaningful impact on a high-traffic, public-facing website that serves hundreds of thousands of visitors each year.

To apply, please email your materials to hire@green-wood.com with the subject line: **WordPress Web Developer: [Your Last Name]**

Your submission should include:

- A resume and brief cover letter explaining why this role—and Green-Wood in particular—resonates with you.

Optional: Feel free to include any of the items below to showcase your experience and approach:

1. Examples of Active WordPress Work

- Links to 2–3 WordPress sites you actively maintained (not just built).
- A brief description of your role on each site (e.g., solo developer, agency team member, long-term maintainer).

2. Problem-Solving in Practice

- One example of a performance or stability issue you diagnosed and resolved, **or**
- One example of a messy or inherited codebase you improved, including what you changed and why.

3. Walk Us Through Your Thinking

- A short Loom video *or* written walkthrough of one project that demonstrates how you approach challenges, tradeoffs, and decisions.