1. **Job Description**

- **Organization:** EGROW Foundation
- **Role Title:** Web & IT Manager
- **Reporting To:** CEO and Research Head
- **Experience Required:** 2+ years of solo or independent IT/web management and social media management
- **Location & Engagement:** Full-Time, On-Site (Noida Office, Sector 29)
- **Remuneration:** Competitive, based on skill and experience

2. **Role and Purpose**

As the solo technical owner at EGROW Foundation, you will serve as the crucial bridge between digital infrastructure, research dissemination, and public policy outreach. This role ensures that our web platforms, live webinar events, IT workflows, AI-assisted productivity tools, and digital communications seamlessly empower researchers to communicate their findings effectively to global stakeholders, media, and policymakers.

3. **Key Responsibilities**

- **Platform & Infrastructure:** Administer and maintain Linux hosting environments and the ProcessWire CMS, ensuring optimal speed, performance, and uptime for all web assets.
- **Research & Publication Workflows:** Oversee the digital publishing, tagging, indexing, and archiving of research papers, policy briefs, event reports, and press releases, leveraging web analytics to track policy impact.
- **Webinar & Event Management:** Manage technical logistics for live webinars, Shadow MPC meetings, trainings, and conferences (via Webex); record, edit, and archive proceedings on YouTube and the website.
- **Digital Outreach & Email Marketing:** Manage subscriber lists, design digital newsletters, and execute email campaigns via Zoho Campaigns for paper releases, event invites, and media updates.
- **Search & Discoverability (SEO/GEO):** Implement on-page SEO, manage publication metadata/schema tags, monitor Google Search Console health, and explore Generative Engine Optimization (GEO) to expand research visibility across search engines and AI engines.
- **Security & Reliability:** Oversee proactive system monitoring, routine MySQL/MariaDB database backups, security patches, domain/DNS management, and swift troubleshooting.
- **Stakeholder Support & AI Integration:** Deliver responsive internal IT support, manage corporate email accounts (@egrowfoundation.org), maintain social media channels, create visual assets (Photoshop/GIMP), and leverage modern AI tools to streamline daily administrative and IT productivity.

4. **Required Skills & Qualifications**

Technical Stack & Self-Sufficiency

- 2+ years of independent experience managing Linux hosting, MySQL/MariaDB databases, and PHP-based CMS (specifically ProcessWire).
- Hands-on experience with web analytics (Google Analytics, Google Search Console), email marketing platforms (Zoho Campaigns), webinar tools (Webex), digital asset creation (Photoshop, GIMP), and basic video editing software.
- Practical familiarity with using Generative AI tools (e.g., ChatGPT, Claude, Gemini) for code debugging, content drafting, and workflow automation.
- Strong understanding of domain management, DNS record configuration, web security protocols, and on-page SEO best practices for academic publications.
- Proven ability to manage end-to-end technical projects independently without dedicated engineering support.

Communication & Collaboration

- Exceptional ability to translate technical concepts, constraints, and metrics into clear language for non-technical directors, scholars, and researchers.
- Strong organizational skills, resourcefulness, and a collaborative mindset tailored to a fast-paced think-tank environment.

5. **Operational Focus / Steady-State Expectations**

- **Daily & Weekly Maintenance:** Routine checking of server and database health, verification of automated backups, setting up weekly webinar links/recordings, swift resolution of internal support requests, and management of active social media queues.
- **Proactive Reliability:** Anticipating infrastructural vulnerabilities, keeping web systems secure, maintaining orderly digital publication pipelines, and ensuring seamless live streaming/recording during time-sensitive policy releases and Shadow MPC discussions.

6. **Performance Expectations**

- **Evaluation Metrics:** Evaluated by leadership on web infrastructure uptime, smooth virtual event execution, speed/accuracy of publication releases, search discoverability, clear communication during problem-solving, and professional presentation of the foundation's digital and social media footprint.

7. **Application Requirements**

Candidates must mail the following materials for consideration to **admin@egrowfoundation.org** with the word "**Resume"** in the subject line:

- **Curriculum Vitae (CV):** Highlighting independent IT, web management, webinar management, and social media experience.
- **Portfolio:** Links or documentation showcasing websites, media archives, or digital campaigns you have personally managed.
- **Problem-Solving Example:** A brief written example detailing a complex technical challenge you faced while working solo (e.g., site outage, server issue, or live event glitch) and how you resolved it independently.