

School Games Federation of India (SGFI), Lucknow

About SGFI:

The School Games Federation of India (SGFI) is the apex body for organizing and promoting sports activities in schools across India. We aim to foster a culture of sports and physical fitness among school-going children and identify young talent for further development.

Position Overview:

We are seeking a skilled and dynamic individual for the position of Digital Technology Specialist. The ideal candidate will have experience in WordPress development, digital content management, and SEO, with a passion for leveraging technology to support sports administration and promotion.

Job Opening: Digital Technology Specialist

SGFI is seeking a qualified professional for the position of Digital Technology Specialist to manage our digital presence and maintain our technological infrastructure.

Qualifications:

1. Educational Requirements:

- Bachelor's degree in Computer Applications (BCA) or related field (mandatory)
- Additional certifications in web development or digital marketing (preferred)

2. Experience:

- 2-3 years of experience in WordPress development and website management
- Experience with SEO and digital content creation
- Customer service experience is a plus

3. Technical Skills:

- Proficiency in WordPress development, including custom post types, widgets, and plugins
- Knowledge of HTML, CSS, JavaScript, and PHP
- Experience with page builders like Elementor and WP Bakery
- Understanding of SEO best practices, including on-page and off-page optimization
- Familiarity with MS Excel and database management

4. Soft Skills:

- Strong communication and interpersonal skills
- Ability to work in a team and train others
- Problem-solving and analytical abilities
- Creativity in design and content creation



5. **Additional Desirable Qualifications:**

- Understanding of sports administration and event management
- Experience with data visualization tools like Power BI
- Knowledge of SQL and database management
- National player in any of sports

6. **Language Proficiency:**

- Fluency in English and Hindi (both written and spoken)

Key Responsibilities:

1. Develop, maintain, and update SGFI's website
2. Create and manage digital content for the website and social media platforms
3. Implement SEO strategies to improve SGFI's online visibility
4. Manage and organize digital records using MS Excel and other database tools
5. Provide technical support and training to staff members
6. Collaborate with other departments on digital initiatives
7. Ensure website performance optimization and security
8. Develop custom WordPress functionalities as needed
9. Manage customer inquiries and provide excellent customer service
10. Stay updated with the latest web development trends and technologies
11. Assist in digital aspects of school games national championship and sporting events
12. Ensure compliance with data protection regulations

What We Offer:

- 30000/month
- Opportunity to work with a leading sports organization
- Professional growth and development opportunities
- Collaborative and dynamic work environment

Interested candidates who meet the above criteria are encouraged to submit their detailed resume, along with a cover letter, to info23-27@sgfi.org in with the subject line "Application for Digital Technology Specialist". **Please be aware that only candidates who are shortlisted will be invited for an interview.**

Application Deadline: on or before 19th October,2024

SGFI is an equal opportunity employer. We value diversity and encourage applications from all qualified candidates regardless of race, color, religion, gender, sexual orientation, national origin, disability, age, or veteran status.

