



COGIC.COM

Web Site Content Manager

Job Description

Summary:

We are looking for a dynamic, self-motivated individual with experience and skills in web content management, writing and editing for the web, graphic design and site management.

The COGIC website content manager will be responsible for all aspects of the organizations online presence. In addition to writing, editing and proofreading site content, this person will also work closely and report to the IT Director to maintain site standards with regard to new development. The manager will also be responsible for crafting site promotions and e-blasts.

The content manager will work closely with business development, marketing and PR of our organization, so strong communications skills are needed. The ideal candidate will also have experience managing online marketing and outreach campaigns. Tasks require a strong attention to detail and ability to work under tight deadlines.

Responsibilities

- Oversee the written, visual and audio content of cogic.com.
- Copyedit and proofread all web content.
- Work with COGIC departments to gather the most useful and up-to-date information.
- Keep current with emerging web technologies through relevant blogs, listservs and events.
- Oversee development of content supporting the action of the church and predict future content needs, trends and priorities.

Required Skills

- Exceptional written and verbal communication and organizational skills.
- Advanced knowledge of HTML.
- Must have proficiency in Photoshop, InDesign and Dreamweaver.
- Ability to manage multiple projects in a fast-paced, deadline-driven environment.
- Proven ability to build consensus and work effectively within a cross-departmental team.
- Must possess the ability to adapt as the web continues to evolve, exercise analytical skills and excel at problem-solving.



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- 3-5 years experience managing content and production for high traffic websites.
- Bachelor's degree in English, Journalism, Technical Writing or a related field.
- Passion, Integrity and Energy!

Salary: \$65,000-\$80,000 annually based on experience.

Please send Cover Letter & Resume to:

Felicia Martin

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