Web Content Positions
- Assistant Web Content Manager – Editors
- Assistant Web Content Manager – Contributors
- Copy Editor
- Blog Content Contributor
Assistant Web Content Manager - Editors

Reports to: Web Content Manager

Position Requirements:
• Responsible for assisting in overseeing KTSW Wordpress blog, ensures daily content and coordination from all copy editors
• Develops and assigns copy and tasks to all copy editors
  *Ensures timeliness, consistency, and accuracy for the overall marketing approach on the KTSW WordPress blo
• Helps to manage and train a volunteer staff
• *Reviews edited copies and schedules out articles on WordPress
• Flexible Schedule
• Previous KTSW experience preferred
• Performs other duties as assigned

Skills:
• Ability to listen, write, and speak effectively
• Ability to proofread written copy
• Highly motivated self-starter who takes initiative with minimal supervision
• Computer-literate performer covering wide variety of applications
• Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
• Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
• Dependable, responsible contributor committed to excellence and success

Notation:
S= Supervisory Role
E= Editor
C= Content Management
Assistant Web Content Manager - Contributors

Reports to:  Web Content Manager

Position Requirements:
• Responsible for assisting in overseeing KTSW Wordpress blog, ensures daily content and coordination from all blog content contributors
• Develops and assigns stories and tasks to all blog content contributors and ensures timeliness, consistency, and accuracy for the overall marketing approach on the KTSW Wordpress blog
• Assists in the creative development of unique web content
• Helps to manage and train a volunteer staff
• Flexible Schedule
• Previous KTSW experience preferred
• Performs other duties as assigned

Skills:
• Ability to listen, write, and speak effectively
• Ability to proofread written copy preferable
• Highly motivated self-starter who takes initiative with minimal supervision
• Computer-literate performer covering wide variety of applications
• Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
• Ability to design, plan, organize, and implement projects and tasks within an allotted time frame
• Dependable, responsible contributor committed to excellence and success

Notation:
S = Supervisory Role
B = Blogger
C = Content Management
Copy Editor

Reports to: Web Content Manager

Position Requirements:
- Coordinates with the Web Content Manager and various departments
- Edits and submits copy from the News, Sports and Music departments as assigned
- Upload photos and audio elements to the KTSW WordPress
- Responsible for web content submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading of WordPress blog content
- Writing for Mass Media (MC1313) experience is a plus
- Having passed the PUG exam is a plus
- Flexible Schedule
- Performs other duties as assigned

Skills:
- Ability to listen, write, and speak effectively
- Ability to proofread written copy
- Ability to learn new applications
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:
E = Editor
V = Volunteer Position
Web Content Contributor

Reports to: Web Content Manager

Position Requirements:
• Helps strategize a WordPress blog posting schedule for by coordinating with the Web Content Manager
• Creates, writes, edits and submits unique blog posts as assigned
• Creates posts and articles that reflect KTSW’s brand
• Responsible for web content submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading of WordPress blog content
• Flexible Schedule
• Performs other duties as assigned

Skills:
• Ability to listen, write, and speak effectively
• Ability to proofread written copy
• Ability to learn new applications
• Highly motivated self-starter who takes initiative with minimal supervision
• Computer-literate performer covering wide variety of applications
• Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
• Ability to plan, organize, and implement tasks within an allotted timeframe
• Dependable, responsible contributor committed to excellence and success

Notation:
B = Blogger
V = Volunteer Position