

## **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
- Ability to communicate effectively, resolve conflicts, 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