



Web Content Manager Job Description

Install, write, edit and proofread web site content working closely with the web master to maintain site standards and ensure that web content reflects the intent of the Foundation.

Duties:

Create, develop and manage content for Foundation's web presence
Coordinate web projects across Foundation sections
Maintain a consistent look and feel throughout all web properties
Copyedit and proofread all web content
Assure web-based information is archived for future needs and reference
Work cooperatively with key team members and Foundation volunteers
Update web content in a timely manner
Other duties as assigned

Core Competencies:

Be proficient in: working independently; good collaboration skills; ability to take and correctly interpret instructions; managing priorities and meeting deadlines; adjusting priorities; organization issues
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