**KVAK News &Content Manager**

We are looking for a dynamic, self-motivated individual with experience and skills in writing and editing, graphic design and/or website management. In addition to writing, editing, and proofreading stories for KVAK’s e-mail newspaper and website, this person will also work closely with staff to ensure information is integrated with radio campaigns and promotions. As content manager, this person will also be responsible for crafting site promotions, creating email newsletters, special e-news blasts and online outreach campaigns. The ideal candidate will work closely with other staff members, so strong communication skills are needed. Tasks require a strong attention to detail and ability to work under tight deadlines.

Content Managerwill be expected to:

* Produce new content and write it in an interesting and appealing manner
* Plan, research, write copy, select images and edit content for website and radio
* Create publication schedules and work with staff to sell, develop and bill for content
* Work with clients and staff to determine content, style and presentation for each project
* Incorporate written copy onto website/e-news/on-air from other individuals or departments
* Contact clients to assist with radio and digital campaigns
* Develop a master content calendar for e-news and website
* Identify suitable subjects for interview
* Maintain website and e-news archives, ensuring the information is accurate
* Maintain a consistent look and feel for e-news and website
* Copyedit and proofread all web content
* Work cooperatively with key team members, clients and the community
* Maintain a Facebook Presence

Content Manager should:

* have excellent communication skills, both written and oral
* be able to undertake research using a variety of sources
* be creative, able to alter their style of writing to reflect their audience
* be able to multitask and prioritize work schedules
* be computer literate and able to navigate computer programs in a timely fashion
* be able to work on their own or in a team
* be able to work to tight deadlines
* be thorough and precise in their work with good attention to detail
* be able to use their initiative
* be able to follow style guidelines and client briefs

Training is mainly on the job, and may include in-house training courses. These may cover style requirements, research methods, copyright and privacy laws, web design, desktop publishing and photo imaging.

Salary Range: $10 to $17 an Hour / DOE
Start Date: Immediate
Position: Year-Round (25 to 30 Hours a week)
Submit: Employee Application & Letter of Interest to: kvaklaurie@gmail.com
Questions: Call Laurie at 907-255-5825