

Website Content Coordinator

Northampton County is seeking to fill the position of Website Content Coordinator. The County is looking for a creative, hard-working content coordinator to assist in managing content uploads, quality assurance of copy, and coordinating with content contributors to keep on a publishing schedule for our projects.

Applicants should be natural writers and editors with excellent organizational skills. Good time management and effective project planning will be integral. Responsibilities:

- Maintaining current content for the County's web and social media presence.
- Copyediting
- Uploading content through CMS platforms
- Sending press releases
- Managing/Scheduling/Coordinating with content contributors
- Collecting and curating media assets

Required Skills:

- Writing and Editing for an online audience
- Experience in managing websites
- Experience in managing various social media platforms
- Project coordination experience
- Creative problem solving
- Experience with a CMS
- Basic knowledge of HTML and CSS
- Strong troubleshooting skills
- An understanding of web-delivered applications.
- Knowledgeable about popular web browsers (Internet Explorer, Firefox, Chrome, Safari, etc.)
- Familiarity with major operating systems
- Knowledge of responsive/adaptive design
- UI/UX experience
- Entry-level scripting skills
- Some hands-on experience with version control tools

<http://www.co.northampton.va.us/jobs.html>

This position also requires valid Virginia Driver's License and two years of related work experience. Criminal background check required. Minimum salary for this position is \$37,179.73. Please refer to the link above for the application form. Submit completed County application form with cover letter and copies of certifications to Human Resources, P. O. Box 66, Eastville, VA 23347 by November 30, 2018. Northampton County is an EOE.