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# Example of Assistant, Content Job Description

Our company is looking to fill the role of assistant, content. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, content

* Create and re-write content for State websites including NY.Gov and Governor.NY.Gov
* Act as liaison for the NY.Gov Digital team to ensure agency digital projects are executed
* Provide status reports on digital projects
* Communicate digital projects to the NY.Gov Digital team and share ideas for other state digital channels
* Assist with executing digital campaigns for new initiatives or programs
* Scan and fix content for styling errors, broken links, spelling errors and formatting errors
* Set goals for agencies’ digital channels and provide analytic reports on status
* Participate in weeknight and weekend on-call schedules
* Post the Governor’s daily schedule including location and event details, updating as needed
* Create and post Russian, Korean, Chinese, French, Spanish, Italian, and Haitian Creole translations of press releases, executive orders, and scheduled events

## Qualifications for assistant, content

* Strong written, interpersonal and communication skills with adept understanding of blogging, social networks and luxury retail
* Strategic and creative thinker who excels in execution based on brand initiatives
* Proficient in social media platform scheduling tools such as Facebook Business Manager, Sprout Social, HootSuite
* Familiar with ROI and digital analytics
* Highly proficient in Wordpress, Excel and MS Word
* Must thrive in a fast-paced, competitive environment and have the ability to multi-task and calmly manage tasks independently