



# Example of Content Assistant Job Description

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Our growing company is hiring for a content assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for content assistant

- Oversee and manage keyword creation and library
- Assist with monthly, quarterly, and seasonal updates to county pages
- Enhance press releases with the creation of photo galleries, pull quotes, videos, and hero images
- Create URLs for images and files for the Governor's Office quickly
- Provide assistance on long-term projects to the NY.Gov Manager, Director of User Experience, and Content Producer
- Draft training documentation on new websites or procedures to be reviewed and shared with stakeholders
- Monitor website feedback
- Creating internal surveys and compiling responses
- Assisting with email newsletters
- Other tasks commensurate with the role

## Qualifications for content assistant

- Strong attention to detail and ability to focus on managing multiple tasks simultaneously
- A love for the film business, movie marketing and entertainment is a plus
- Knowledge of web metrics and analytics some basic HTML and SEO is preferred
- Knowledge of Word, Excel and Photoshop
- Work confidently with enthusiasm and energy
- Possess drive and commitment