



Example of Content Coordinator Job Description

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Our company is looking to fill the role of content coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for content coordinator

- Develop and own an ambitious content calendar, working closely with the Image Creation, Events &
- Support multiple large-scale projects across a wide range of localization vendors and translators effectively and efficiently
- Provide innovative thinking around scalable solutions and operational workflows for language asset creation and management, questioning existing systems and looking for a better way
- Managing Content Entry timeline for web redesign
- Utilizing the Content Management System (CMS)
- Assisting in the planning and execution of Content refreshes
- Develop a network of content-friendly contacts (bloggers, journalists, small biz owners)
- Work with a Content Specialist and/or Strategist on the delivery of many content marketing programs
- Work with freelance writers that will produce original, exclusive online content for our clients' websites
- On set production

Qualifications for content coordinator

- Experience managing and executing paid social media campaigns
- Must be organized and be able to manage a project, solve problems and

- Knowledge of the ski and/or travel industry
- Experience with Facebook Power Editor/Ads Manager and Google Adwords
- Familiarity with Avid non-linear editing, linear video editing, audio mixing, graphics production, digital production, file formats and technical television knowledge (aspect ratios, time code, HD formats)