



Example of Content Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of content coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for content coordinator

- This position requires strong writing skills, high proficiency in PowerPoint, and the ability to use Photoshop is a plus
- Record multiple daily phone reports and media interviews with enthusiasm
- Generate in-moment, daily content using photos and edited video of daily conditions, on-mountain events and other activities
- Assist communications and marketing teams with various public relations and marketing projects as needed
- Effectively and efficiently support multiple large-scale projects in tandem and across a wide range of localization vendors and translators
- Partner with the Content Localization Specialist to order and track the successful on-time delivery of all localized assets
- Partner with the Quality Control team to track and triage issues with incoming localized assets
- Schedule translation resources and vendors for projects that require fast turnarounds
- Create English template files in preparation for easy and flawless localization
- Compile Music & Effects reports

Qualifications for content coordinator

- Proficiency with content management systems (CMS) writing for online media and working knowledge of web management
- Emerging understanding of content/project management lifecycle

- Experience with reviewing user-generated content or moderating an online community is a plus
- Undergrad or graduate students welcome