



Example of Web Content Editor Job Description

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Our innovative and growing company is looking to fill the role of web content editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for web content editor

- Assist the Content Manager in crafting promotional activities, including for social media and monthly newsletters
- Assist the Content Manager in content development activities
- Assist the Project Coordinator in drafting contracts and project reports
- Conduct ad hoc research tasks as required
- Working with members of the Communications Team to ensure that content on the website is up to date and reflects the school's overall mission, vision and objectives
- Cultivating and maintaining relationships with content editors from different educational and administrative departments to ensure they are properly trained and capable of updating the content on their specific pages
- Monitoring web content posted to the website and enforce internal policy and procedure surrounding content on our web properties
- Working with members of the faculty to identify web needs for microsites as needed
- Ensuring that the content on our web properties are 508 compliant, free of spelling and grammatical errors and links are all working
- Ensuring that all content, both existing and new, are produced and published with a mind to SEO best practices

Qualifications for web content editor

- Experience with Adobe Photoshop Elements, Inkscape, or similar image

- Experience with a web content management system a must
- Experience with CMS Sitecore a big plus
- At least three years of marketing experience and ability to show examples of copy created for digital marketing
- Excellent written and verbal communication, with strong editing skills