

Title: Digital Content Manager

Duties

- Overseeing all content creation for the Organization's website and social media platforms
- Creation of a content marketing calendar to ensure regular content on the website and social media platforms
- Collect, monitor and analyze social and website metrics, and make improvements accordingly
- Working with our Home Office Staff, Board of Directors, and Physical Fitness Board in creating content through our various social media platforms
- Keeping up to date with industry best practice and monitoring content activities of competitor websites and social media pages
- Working 5-10 hours a week, with the ability to work from home

Qualifications

- Creative minded with an ability to conceive interesting ideas for new content
- Highly articulate with an excellent command of written and verbal English
- Previous experience working as a content manager would be an advantage
- Understanding of content marketing tactics, such as SEO, digital advertising and social media marketing

If interested, email your resume to Scott Pogorelec at the Home Office. scott@slovakcatholicsokol.org