OETA

JOB OPENING NOTIFICATION

POSITION   Part-Time Web Content Coordinator
Hours   24 – 29 hours per week
ISSUED   January 2024
CLOSE   Until Filled
LOCATION   Oklahoma City

OVERVIEW:

We are seeking a dynamic and detail-oriented individual to join our team as a Part-Time Web Content Manager at OETA, Oklahoma's PBS affiliate. As a key member of our Marketing and Communications team, you will play a crucial role in maintaining and updating our website to ensure a seamless online experience for our audience. This position requires a combination of technical skills, creativity, and a passion for public broadcasting.

RESPONSIBILITIES:

1. Content Management:
   - Regularly update and maintain the content on the organization's website.
   - Ensure that all information is accurate, current, and aligned with the station's standards.
   - Collaborate with various departments to gather and update content, including news articles, program schedules, and promotional materials.
2. Content Management System (CMS):
   - Proficiently navigate and utilize the content management system to upload, edit, and organize content.
   - Provide training and support to staff members on CMS usage as needed.
3. Content Strategy:
   - Work with the Marketing and Communications team to develop and implement content strategies that align with the station's goals and priorities.
   - Ensure that the website reflects the station's brand identity and maintains a user-friendly interface.
4. HTML Coding:
   - Utilize HTML knowledge and proficiency in PHP, C++, and Java to make necessary adjustments to web content and troubleshoot formatting issues.
   - Implement SEO best practices to optimize content for search engines.
5. Collaboration:
   - Collaborate with the marketing & Communications, Production and Broadcast teams to promote station events, programs, and initiatives online.
   - Coordinate with graphic designers and multimedia producers to integrate visual elements into web content.

QUALIFICATIONS:

- Previous experience in web content management or a related field.
- Proficient in HTML, PHP, C++, Java; ability to hand-code as needed.
- Familiarity with Content Management Systems (CMS) is required (PBS Bento system).
- Strong attention to detail and commitment to accuracy.

- • Excellent organizational and time-management skills.
- • Creative mindset with an understanding of user experience principles.
- • Ability to work independently and collaboratively in a fast-paced environment.
- • Strong communication skills, both written and verbal.

COMPENSATION:
$18 to $20 per hour.

HOW TO APPLY:
Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email employment@oeta.tv. Applications are available online at OETA. tv or in person at 7403 N. Kelley Avenue, Oklahoma City. Please include a link for examples of previous web content management work.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.