

Date: March 15, 2010

Hours: 3 days a week
2-3 hours per day
Flexible

Pay: \$6/hour

Description: Managing two web sites and an Ebay store which will include adding and removing products and using key words to maximize visibility in the search engines.

We are looking for a dynamic, self-motivated and meticulous individual with experience and skills in web content management -- adding and removing products and content, reorganizing website as need and site management.

The website content personnel will be responsible for developing the voice for all aspects of the organization's online presence. The website content personnel will also be responsible for crafting site promotions, and email newsletters.

Tasks require a strong attention to detail.

Responsibilities

- Create, develop and manage content for company web site.
- Add and populate new and existing categories to website as needed.
- Keep current with emerging web technologies through relevant blogs.
- Send Newsletters on new products and promotions.
- Assure web and blog information is archived for future needs and reference

Required Skills

- Exceptional communication and organizational skills
- Knowledge of HTML.
- Advanced Adobe Photoshop skills
- Good experience managing content and production for websites
- Passion, Integrity and Energy!

If interested, please sign-up below to be considered for an interview.

Name/phone number/email address
