

Digital Director 20-30 hours per week – Job Position Description (Office based preferred)

A leading health information source, seeks a web-savvy, enthusiastic self starter to manage all aspects of our award winning sites. The successful candidate will have a passion for web development, health and wellness issues, extensive experience in social media including active blogging and use of Facebook, Twitter, YouTube, Pinterest, LinkedIn, and Google+, and a commitment to customer service. This 20-30 hour per week position is located in Doylestown PA and offers growth to full time employment based on success.

Qualifications

- Bachelor's or Master's in writing, communications, marketing, sociology, the behavioral sciences, or a related field
- Strong analytical and organizational skills
- Exceptional communication, both written and verbal
- 3 plus years relevant work experience with knowledge of WordPress and Google Analytics
- Attentive to detail with strong social media understanding
- Web-savvy, with a passion for new and emerging technologies and trends
- Enthusiastic and experienced in blogging, micro-blogging, or digital communications
- Proven experience managing thriving and engaged online communities, either for personal or professional causes
- Digital graphics design a plus

Responsibilities

- Managing projects and a team of resources – writers, designers, content and web vendors
- Effectively leading projects from initiation through to timely completion
- Coordinating, monitoring and tracking web/digital production change requests (content changes, bug fixes, etc.)
- Communicating with management, business partners and team as needed to ensure work remains on schedule
- Ensuring content is reviewed by appropriate business partners and necessary regulatory filings
- Previous experience handling multiple simultaneous tasks and priorities while coordinating communication and team workflow in a fast-paced, deadline-driven and customer service-focused environment
- Planning and coordination of content releases to company websites and digital channels
- Demonstrated ability to understand both technical and business processes
- Manage updates to site software, versions, API's, app strategy and CMS

Please send cover letter with resume to: