

International Camporee Website Content Manager

Job Overview

Organize, plan, implement, and manage effective communication content for Camporee leadership and attendees.

Responsibilities and Duties

- Attend CYE/Camporee meetings as requested by CYE/Camporee Executive Director, including site visits, Executive Advisory Committee, Downline Directors meetings, etc.
- Work closely with Camporee Executive Director, CYE staff, and Camporee Downline Directors
- Edit, Update, and manage all pages of the website in a timely manner
- Be in constant communication with all DLD's to obtain their webpage information
- Collaborate with CYE Communications Director to assure consistent messaging via the website, newsletter, and social media
- Report all website functionality issues to CYE Communication Director for help resolving said issues with Juicebox Inc.
- Works directly with the International Camporee Executive Director.

Qualifications

- Communication background and experience
- Excellent written communication skills with emphasis on proofreading and grammar excellence
- On time and prepared
- Self-motivated; able to take initiative
- Passion for CYE's mission and understanding of our vision for the International Pathfinder Camporee

Personal Qualities:

- Enthusiasm
- Analytical Skills
- Initiative
- Flexibility/Adaptability
- Problem Solving/Decision Making
- Team Skills
- Tenacity/Results Oriented
- Client/Customer Awareness
- Conflict Resolution Skills
- Consultative Skills
- Organizing/Planning Ability