



# SMITHS FALLS

RISE AT THE FALLS

## The Town of Smiths Falls Requires a Website Content Coordinator Contract Position – 13 Months

The Economic Development Department is accepting applications for one (1) Website Content Coordinator – Contract Position (13 months at 21 hours per week)

### **Duties of the position include but are not limited to:**

- Processing, writing, and editing consumer content for Web site, Publications and Digital Extensions.
- Executing on Social Media strategy, including, but not limited to, Facebook posts and Twitter feeds.
- Enter and manage content in the Web site content management system.
- Track statistics and performance of Web site and report findings

### **Minimum qualifications:**

- 2-5 years of web content writing experience
- Experience working extensively within a CMS
- Web content editing experience
- Social media platform experience
- Basic understanding of social media and web analytics

Qualified applicants are invited to submit their resume by:

**Thursday December 14th, 2017 at 4:00 p.m. to:**

Lynda McKimm  
Human Resources Advisor  
by email to [lmckimm@smithsfalls.ca](mailto:lmckimm@smithsfalls.ca)

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*