

A decorative graphic on the right side of the page features three overlapping circles in shades of blue. Two thin blue lines intersect at the top right, forming a large 'X' shape that extends across the page.

Social & New Media Job Descriptions

74 examples of emerging job descriptions for positions that are developing around, social media, online community, eMarketing and Internet strategies at companies worldwide!

This report will benefit:

- **Human Resource Directors**
- **Chief Technology Officers**
- **Chief Information Officers**
- **Advertising Managers/Directors**
- **Sales & Marketing Managers**
- **Small Business Owners**

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Social and New Media Job Descriptions



Introduction

Who would have thought that just 4 years ago companies would be hiring positions with titles like:

- Web Strategist
- Director of Internet Marketing & eTailing
- Online Ad Sales Rep
- SEO Director
- Director of Global E-Business Systems
- Digital Strategies Director

We've had many clients ask us to help develop job descriptions so they could advertise these positions. Few knew what they should be looking for, even less what to expect. In the process, we scoured the Internet to find examples.

Some of those examples are included with this report. There are 74 different examples to pick from. Glance through these and pick and choose verbiage, titles and deliverables to include in your new media job descriptions.

We've included a summary of positions as outlined by the Occupational Outlook Handbook to help you build your job description. If you are interested in learning more about emerging job positions within new media, visit:

www.internetstrategiesgroup.com/jobdescriptions

Compiled by:

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Emerging Social Media Job Descriptions!



Dozens of new positions are emerging to tap into the Facebook, Social Networking era
The Internet is changing everything!

Businesses are having to learn on the fly how to play and do business in a world where the behavior of consumers are changing literally overnight. While many organizations saw the changes coming, most are still unaware that the Internet will fundamentally change the way they do business.

The statistics are easy to find everywhere. In just 4 years, social networking sites have exploded. Sites like YouTube grew to over 100 million users, MySpace to 180 million users, Facebook to 90 million users and even LinkedIn (a business networking site) is growing by 1 million users a month!

When you compare that to the fact that the New York Times which was founded in 1851 has only 1,000,000 subscribers you begin to realize that there has been a fundamental shift in consumers behaviors.

What we are suggesting is that social networking, Web 2.0 and online community tools, techniques and strategies are introducing new ways for businesses to acquire, retain and engage their customers. The only problem is, few businesses know how to

effectively use them. Worse companies don't have the right staff to efficiently move their companies into these new areas.

Those who are recognizing the Internet is going to make a profound effect on their business are looking for the right people with the right talents to help them use these tools. The problem is most human resource departments and the departments who are interested in hiring them don't know what skill sets are needed, what experience is necessary and or what benchmarks to set!

A whole new range of jobs and positions are being created to help organizations increase lead generation, better serve customers, cut costs, increase efficiencies and increase profits. Our research is showing new positions like:

- | | |
|-----------------------------------|-------------------------------------|
| 1. Online Community Manager | |
| 2. Community Evangelist | 11. New Media Communication Manager |
| 3. Community Forum Manager | |
| 4. Content Architect | 12. SEO Director |
| 5. Content Manager | 13. Web Content manager |
| 6. Email Production Associate | 14. VP Director of Digital Strategy |
| 7. Interactive Marketing Director | 15. Web Strategist |
| 8. Internet Researcher | 16. Director of eMarketing |
| 9. Director of Digital Media | |
| 10. Internet Media Sales | |

We've had numerous clients ask us if we could help them find a source that would provide a listing of these positions and an outline of what the jobs are responsible. We couldn't locate anything in the market so we researched to see what others are doing. So we decided to do a little research and see what we could put together.

The end result is a document that provides a listing of new positions and the responsibilities associated with them. If your organization is moving towards the Internet, this document can help give you an understanding of what firms like yours are looking for and what qualifications they are expecting. Drop me an email and I'll direct you where you can pick up a copy of this report.

As we continue to move in this direction, we are continually looking for examples of others' job descriptions.

If you have job descriptions of positions focused on your Internet strategies, please share them with us. Email them to:

info@internetstrategiesgroup.com

www.internetstrategiesgroup.com 800-805-9413

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Section I, Senior Management Positions (Exempt)

1. Chief information officers

The CIO is responsible for the overall technological direction of their organizations. They are increasingly involved in the strategic business plan of a firm as part of the executive team. To perform effectively, they also need knowledge of administrative procedures, such as budgeting, hiring, and supervision. These managers propose budgets for projects and programs and make decisions on staff training and equipment purchases. They hire and assign computer specialists, information technology workers, and support personnel to carry out specific parts of the projects. They supervise the work of these employees, review their output, and establish administrative procedures and policies. Chief information officers also provide organizations with the vision to master information technology as a competitive tool.

Source : Occupational Outlook Handbook

2. Chief technology officers (CTOs)

Evaluate the newest and most innovative technologies and determine how these can help their organizations. The chief technology officer often reports to the organization's chief information officer, manages and plans technical standards, and tends to the daily information technology issues of the firm. Because of the rapid pace of technological change, chief technology officers must constantly be on the lookout for developments that could benefit their organizations. Once a useful tool has been identified, the CTO must determine an implementation strategy and sell that strategy to management.

Source : Occupational Outlook Handbook

3. Management information systems (MIS) directors or information technology (IT) directors

Manage computing resources for their organizations. They often work under the chief information officer and plan and direct the work of subordinate information technology employees. These managers ensure the availability, continuity, and security of data and information technology services in their organizations. In this capacity, they oversee a variety of user services such as an organization's help desk, which employees can call with questions or problems. MIS directors also may make hardware and software upgrade recommendations based on their experience with an organization's technology.

Source: Occupational Outlook Handbook

4. Marketing Managers

Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

Sample of reported job titles: Marketing Manager, Marketing Director, Business Development Manager, Marketing Coordinator, Account Supervisor, Commercial Lines Manager, Commercial Marketing Specialist

Tasks

- Develop pricing strategies, balancing firm objectives and customer satisfaction.
- Identify, develop, and evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and markup factors.
- Evaluate the financial aspects of product development, such as budgets, expenditures, research and development appropriations, and return-on-investment and profit-loss projections.
- Formulate, direct and coordinate marketing activities and policies to promote products and services, working with advertising and promotion managers.
- Direct the hiring, training, and performance evaluations of marketing and sales staff and oversee their daily activities.
- Negotiate contracts with vendors and distributors to manage product distribution, establishing distribution networks and developing distribution strategies.
- Consult with product development personnel on product specifications such as design, color, and packaging.
- Compile lists describing product or service offerings.
- Use sales forecasting and strategic planning to ensure the sale and profitability of products, lines, or services, analyzing business developments and monitoring market trends.
- Select products and accessories to be displayed at trade or special production shows.

Technology used in this occupation:

Analytical or scientific software

ClickTracks software; Nedstat Sitestat; Online advertising reporting software

Data base user interface and query software

Databox software; Fast Track Systems software; Microsoft Access;
Structured query language SQL

Electronic mail software

Listserv software; Microsoft Outlook

Enterprise resource planning ERP software

SAP software

Project management software

Atlas OnePoint GO TOAST; Microsoft Project

Knowledge

Sales and Marketing

Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Administration and Management

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Communications and Media

Knowledge of media production, communication, and dissemination

techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Psychology

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Computers and Electronics

Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Education and Training

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Clerical

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Personnel and Human Resources

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Work Activities

Communicating with Persons Outside Organization

Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Communicating with Supervisors, Peers, or Subordinates

Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Establishing and Maintaining Interpersonal Relationships

Developing constructive and cooperative working relationships with others, and maintaining them over time.

Making Decisions and Solving Problems

Analyzing information and evaluating results to choose the best solution and solve problems.

Interacting With Computers

Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Getting Information

Observing, receiving, and otherwise obtaining information from all relevant sources.

Organizing, Planning, and Prioritizing Work

Developing specific goals and plans to prioritize, organize, and accomplish your work.

Selling or Influencing Others

Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

Judging the Qualities of Things, Services, or People

Assessing the value, importance, or quality of things or people.

Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Job Zone

Title Job Zone Four: Considerable Preparation Needed

Overall Experience A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Job Training Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Job Zone Examples Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, human resource managers, computer programmers, teachers, chemists, and police detectives.

SVP Range (7.0 to < 8.0)

Education Most of these occupations require a four - year bachelor's

degree, but some do not.

Work Styles

Leadership

Job requires a willingness to lead, take charge, and offer opinions and direction.

Adaptability/Flexibility

Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Initiative

Job requires a willingness to take on responsibilities and challenges.

Integrity

Job requires being honest and ethical.

Persistence

Job requires persistence in the face of obstacles.

Dependability

Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Achievement/Effort

Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Independence

Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Cooperation

Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Social Orientation

Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

Wages & Employment Trends

National

Median wages (2007) \$50.19 hourly, \$104,400 annual

Employment (2006) 167,000 employees

Projected growth (2006-2016) ■■■ Faster than average (14% to 20%)

Source: Bureau of Labor Statistics [2007 wage data](#) and [2006-2016 employment projections](#).

5. Advertising Sales Agents

Sell or solicit advertising, including graphic art, advertising space in publications, custom made signs, or TV and radio advertising time. May obtain leases for outdoor advertising sites or persuade retailer to use sales promotion display items.

Sample of reported job titles: Account Executive, Advertising Sales Representative, Advertising Account Executive, Account Manager, Advertising Consultant, Advertising Representative, Display Advertising Sales Representative, Media Consultant, Retail Advertising Account Executive

Tasks

- Prepare and deliver sales presentations to new and existing customers to sell new advertising programs, and to protect and increase existing advertising.
- Explain to customers how specific types of advertising will help promote their products or services in the most effective way possible.
- Maintain assigned account bases while developing new accounts.
- Process all correspondence and paperwork related to accounts.
- Deliver advertising or illustration proofs to customers for approval.
- Draw up contracts for advertising work, and collect payments due.
- Locate and contact potential clients to offer advertising services.
- Provide clients with estimates of the costs of advertising products or services.
- Recommend appropriate sizes and formats for advertising, depending on medium being used.
- Inform customers of available options for advertisement artwork, and provide samples.

Knowledge

English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Sales and Marketing

Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Communications and Media

Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Mathematics

Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Administration and Management

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills**Active Listening**

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Time Management

Managing one's own time and the time of others.

Speaking

Talking to others to convey information effectively.

Mathematics

Using mathematics to solve problems.

Negotiation

Bringing others together and trying to reconcile differences.

Active Learning

Understanding the implications of new information for both current and future problem-solving and decision-making.

Reading Comprehension

Understanding written sentences and paragraphs in work related documents.

Service Orientation

Actively looking for ways to help people.

Writing

Communicating effectively in writing as appropriate for the needs of the audience.

Social Perceptiveness

Being aware of others' reactions and understanding why they react as they do.

Abilities

Oral Expression

The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.

Written Expression

The ability to communicate information and ideas in writing so others will understand.

Speech Clarity

The ability to speak clearly so others can understand you.

Written Comprehension

The ability to read and understand information and ideas presented in writing.

Originality

The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Fluency of Ideas

The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Inductive Reasoning

The ability to combine pieces of information to form general rules or

conclusions (includes finding a relationship among seemingly unrelated events).

Speech Recognition

The ability to identify and understand the speech of another person.

Near Vision

The ability to see details at close range (within a few feet of the observer).

Work Activities**Selling or Influencing Others**

Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

Getting Information

Observing, receiving, and otherwise obtaining information from all relevant sources.

Communicating with Persons Outside Organization

Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Establishing and Maintaining Interpersonal Relationships

Developing constructive and cooperative working relationships with others, and maintaining them over time.

Organizing, Planning, and Prioritizing Work

Developing specific goals and plans to prioritize, organize, and accomplish your work.

Communicating with Supervisors, Peers, or Subordinates

Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Making Decisions and Solving Problems

Analyzing information and evaluating results to choose the best solution and solve problems.

Performing for or Working Directly with the Public

Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Resolving Conflicts and Negotiating with Others

Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Thinking Creatively

Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Wages & Employment Trends

National

Median wages (2007) \$20.59 hourly, \$42,820 annual

Employment (2006) 170,000 employees

Projected growth (2006-2016) ■■■ Faster than average (14% to 20%)

Source: Bureau of Labor Statistics [2007 wage data](#) and [2006-2016 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2006-2016).

6. Chief Marketing Officer

Currently we are searching for a Chief Marketing Officer with extensive internet advertising experience. Our client operates a highly targeted contextual marketing network that balances the interests of publishers, advertisers and users. This Network combines advanced contextual awareness technology with a large base of top tier publisher sites to create a highly effective advertising platform. They reasoned that if they developed technologies that target marketing messages properly, then marketing would become honed, applicable content. Their unique model delivers dramatically higher response rates than traditional ad networks, helping advertisers increase brand awareness, catalyze customer action and improve ROI on their advertising spend.

The end result is that the user appreciates the targeted content, the advertiser has a significantly improved return on investment, and the publisher shows higher quality better paying ads. This company reaches 54% of the internet and is listed as the fastest growing company in their industry.

As Chief Marketing Officer, this individual will be responsible for developing and implementing the B2B branding strategy to key targeted Advertising Agencies and Consumer Branded companies, as well as the "strategic integration" of various internet products and channels. This position will be very strategic, with an emphasis on enhancing the company's overall positioning in the market. Strong marketing track record with demonstrated strengths in business planning, marketing strategy, B2B competitive positioning, corporate identity definition, product strategy, public relations and advertising. Candidate should have proven experience building an internet brand and marketing experience in the Advertising Agency world. Candidate will join a management team that is high energy with a strong drive to win against the competition.

Job Description:

- The CMO is the company's key executive responsible for achieving the company's ambitious goals. This company intends to expand the process of establishing itself as a premier internet advertising brand. The candidate will be responsible for rebranding and repositioning the company.

This is a great opportunity in a visionary and ambitious growth company, and the compensation package will be structured accordingly, including aggressive bonus and options. Along with the CEO, the CMO will play a key role in identifying and realizing the strategic vision but also the day-to-day requirements in a young company which is largely be driven by its marketing activities; therefore skill level and experience must be significant to support the assigned responsibility.

The CMO will lead and drive all of the company's initiatives in the

marketing department, including Marketing Operations, Branding, Public Relations, New Business Development, Partnership Marketing, Strategic Relationships..

The successful candidate will likely have:

- Great understanding and sense for Ad Agencies and Consumer Brand company internet marketing, and
- Extensive experience B2B Online Brand positioning and development
- 10+ years experience in executive marketing position

The successful candidate will be a creative, energetic marketing and Online branding expert with high business acumen. 10-15 years brand management experience with proven track record of results; at least 5 of these years will have been in brand management leadership roles and will have included responsibility for strategic planning, delivery of marketing services, management of internet advertising media and experience launching new & ground-breaking offerings. Must have an in-depth understanding of brand architecture and brand management disciplines.

A working knowledge of direct marketing is a plus. Track record of thriving in fast paced & cross-functional business environments, and of over-delivering against stretch targets. Experience with marketing budgets, P&L, and forecasting required. Excellent analytical skills, with great attention to detail. Able to work effectively across functions, with minimal direction (self-starter). Outstanding verbal and written skills, with the ability to present data and conclusions in an organized, concise manner at all levels throughout company.

Must be comfortable within a high-paced, competitive environment. Strong business person who thinks about issues from a business perspective; brings strong business & financial acumen to the role and uses this to complement his/her functional depth.

7. Web Strategist

Definition:

The web strategist is responsible for the long term planning and ongoing programs for a website, at least one exists at every corporation.

Scope:

A web strategist (this isn't just a term I made up for my blog) is a REAL job title typically found in large corporations where the web is a necessary communication channel, or a title used by internet consultants who provide high level advice. Most often the web strategist is in marketing, but this role can appeal to the intranet or extranet. They are responsible for balancing the three spheres of web strategy

They manage budget, and ultimately are key decision makers for which vendors are hired.

Questions they have to answer:

- How do we align our website with our corporate objectives?
- How do we spend our resources?
- How do we measure our return on investment?
- How do our customers think of our website?
- How do I prioritize our projects?
- What future technologies do I need to be aware of?

Rank:

They are often at Director level, VP level, and on occasion, when the website is mission-critical, they are at C level (Chief Internet Officer, or some variation), at eCommerce companies this may be the web product manager. They often report to a senior rank in marketing, or sometimes engineering or IT.

Background:

Web Strategists are business people first, tech people second. They understand the direction and strategy of the company, and know how to use the web to meet those needs. They do have a background working in web, often from 5-10 years, and they know which of the many forms of web marketing they need to use to meet their business objective.

Duties:

A Web Strategist is actually a program manager, this means they manage ongoing projects, teams, and resources, to understand the difference between tasks, projects and programs, read this guide. They manage a profit and loss, and often responsible to other business units, manage budgets, and measure ROI.

Team:

Often, they act as a director to project managers, web managers. Those teams assemble the technical teams, as well as technical teams reporting directly to the Web Strategist.

Who they interact with:

Aside from managing their own team, they deal with the many internal business stakeholders, their management, and spend time managing relationships and deliveries from vendors. See this list of the many external constituents.

Salary:

They are paid as director or VP level. In the SF bay area, and experienced web strategist who's responsible for the public website of a large corporation should be paid at director level or above. I would expect that to be 80-120k, and in the rare case be 120-300.

8. Director, Internet Marketing and e-Retailing

Job Description:

Seeking a veteran online direct marketer to be responsible for leading and directing staff in:

1. Acquisition and retention *marketing* efforts designed to drive web site traffic and sales. These include paid and natural search, affiliate programs, partnership *marketing*/content integration programs, email *marketing* acquisition and retention programs, product data feed driven programs such as Amazon and other media-based business building activities.
2. Managing and merchandising the Company website. These activities include visual merchandising, product merchandising, site navigation and shopability, transaction processing, onsite promotion management and site analytics.

Job Responsibilities: Internet Marketing

- Developing and executing an online customer acquisition plan designed to maximize site traffic and sales demand.
- Maximizing paid/natural search traffic and order conversion, while meeting cost per acquisition targets.
- Directing interactive agency marketing and media campaigns to meet business performance objectives.
- Executing effective affiliate programs/publisher management activities to achieve business development goals.
- Tracking and measure online advertising programs; designing test strategies and creative to optimize results.
- Ensuring effective creative development and execution to support program and media efforts

9. VP, Director of Digital Strategy

The Position:

We are seeking an experienced interactive Strategist to define innovative and highly effective digital marketing strategies for our Fortune 500 clients. Excellent client management, strategic thinking and executive communication skills are required

Responsibilities:

- Perform detailed evaluation of client business environment including customer needs, capabilities/assets, and competitive realities to identify unique market opportunities and threats
- Lead the design of insight driven digital strategies from opportunity identification through to experience definition. Structure and present recommendations to senior client leadership for approval
- Partner with Creative, Technology, Analytics and Account Management to ensure successful project handoff and work is appropriately positioned for long-term success
- Contribute to or lead new business development, recruiting, team skill development, and digital "evangelization" initiatives

Qualifications:

- 10+ years experience in strategy consulting and/or marketing strategy across multiple industries (e.g., automotive, financial services, retailing and consumer goods)
- Strong passion for and knowledge of technology, emerging media and the Internet; specific interactive strategy experience required
- Exceptional team player with the confidence and integrity to earn client and internal team confidence quickly
- Excellent presentation and deck writing skills
- Ability to thrive in a fluid and entrepreneurial environment
- Regional travel of 25% expected
- MBA and management consulting experience a plus

10. Information Technology Strategy and Innovation Assistant Director

Job Description:

The Senior Specialist Information Technology Architecture participates in development of Information Technology (IT) architectures and conducts consultations with business leaders to ensure that architectures meet business requirements. This professional serves as a senior member of the technical staff.

Responsibilities

Provide comprehensive consultation to the Business Unit (BU) and IT staffs at the highest technical level on all phases of the project development cycle. Develop architecture plans and recommend solutions which support overall technology and business goals. Serve as a project leader to conduct and manage architecture projects in order to facilitate the introduction of new technologies.

Act as an expert technical resource to information technology architecture staff in all phases of the development and implementation process. Act as a lead technical consultant to clients and IT management to support the firm's strategic objectives by providing analysis of new and different technologies; recommending efficient and cost-effective solutions to meet specific technical or business requirements; and ensuring the development of efficient technical solutions utilizing established standards, procedures and methodologies. Recommend the appropriate architectural solutions required to meet business processes.

The Senior Specialist Information Technology has a major supporting role in the areas of IT Strategy, Research, Innovation and Standards coordination. This individual must have an very good understanding of a variety of technologies, across both application and infrastructure services as well as a solid understanding of the business processes in a large professional service organization.

Must be flexible with an ability to think holistically yet be capable of working hands on with various technologies. Strong interpersonal skills are also needed as well as very good verbal and written communication skills. Must have good analytical abilities, be able to learn quickly, and have the right combination of pragmatism and principle in moving things forward. P2D

Qualifications: To qualify, candidates must have:

- a bachelor's degree in Computer Science or a related discipline; or equivalent work experience

- approximately 8-10 years of experience in information systems architecture methodologies
- excellent communication, interpersonal, consultative, organizational, and project management skills
- sound knowledge of systems architecture
- ability to work effectively with clients, management and its staff members

11. Digital Strategy Manager (Digital Account Manager)

We have an immediate opening for Digital Strategy Manager (or “Senior Account Manager” at other agencies)

Position Summary:

Our Digital Strategy Manager ensures leading edge strategic thinking is applied to clients’ media/marketing plans and helps lead the Strategy Team to create a truly integrated marketing strategy. She/He collaborates and partners with other Empower divisions and teams to develop innovative communication strategies in order to meet clients’ marketing goals. The Digital Strategy Manager will leverage their deep understanding on how to execute web promotions, email programs, website development and Digital creative to manage Digital marketing projects and mentor staff.

The life of Empower’s Digital Analytics/Search Marketing Manager involves

- Managing and leading teams to bring creative and strategic thinking to every plan/project.
- Coaching, developing team member’s mastery of Digital Marketing principals and competencies in order for them to apply key media and marketing tools, ideas and develop analyses for clients in the future.
- Leading the digital integration and innovation *CHARGE* across functions and collaborates with other divisional Empower experts to help move our clients to innovation.
- Strategy, Strategy, Strategy: develops valued partner relationship with client’s senior level counterpart; does Client Discovery Process (gathering all marketing information and historical learnings); understands the client’s consumer/customer through Empower’s Target Insight Engineering^s and Impact Moment^s Planning processes; understands the client’s marketing objectives and develops (and measures) Return on Investment (ROI), Return on Objective (ROO) and/or other measurement metrics; develops effective Digital media strategy; execute Digital marketing programs that include online promotions, email management, Digital creative and website development; jointly handles unfamiliar problems, situation, or issues; presents annual client P&L, compensation agreements, and oversees account profitability
- Develops Empower point-of-view on new media/marketing tools, ideas and concepts for client.
- Accountable for the development and execution of Client Satisfaction (Partnership Review) action plans for Digital Marketing initiatives and leads Account Review process.

- Responsible for professional and personal development via training and attending industry conferences as a representative of Empower.
- Responsible for writing and/or working with team to write Digital Client Briefs (update quarterly).
- Assists the New Business Development Division (Growth Team @ Empower) by generating leads, assisting and/or attending pitches, developing strategic media recommendations.

Required Qualifications:

Bachelor's degree, Business, Marketing or Communications preferred.

3+ years professional experience developing digital marketing strategy, managing digital programs and online advertising campaigns. With demonstrated experience in:

- Demonstrated ability to manage all components of digital marketing and media executions such as project kick-off, timelines and budgets, contracts, flowcharts, recommendations, presentations, and analysis'
- Effective use of research tools define target audiences and optimize marketing and media plans
- Demonstrated development and negotiation skills in online advertising, co-marketing/partnership programs and integrated campaigns
- Demonstrated ability to research, identify and compile competitive insights to guide and optimize digital marketing efforts
- Ability to accurately define, scope, price and manage digital programs and campaigns
- Proven ability to deliver projects on-time and on-budget
- Creative ability and passionate interest in creating powerful digital marketing plans that meet client objectives, by incorporating digital and emerging media and in collaboration with clients and internal teams
- Strong communication and client presentation skills; preferred previous experience in presenting to clients from an agency perspective
- Solid understanding of traditional marketing principles and how they apply to the digital medium
- Strong understanding of digital marketing and success factors
- Preferred 3 or more years experience in fast-paced, client or brand-centric environment

12. Strategy Director

Salary: To 200K

A well-known digital agency in is seeking a Strategy Director to lead major strategic planning projects and work with executive management in new client acquisitions, including new business pitches. The ideal candidate must have an advertising background and have a minimum of 10 years of business experience, including more than five years in the digital space. An M.B.A. or other advanced degree is preferred.

Responsibilities:

- Manage major strategic planning projects from definition of scope, through approach recommendations and final execution
- Assist with new client acquisitions and new business pitches
- Expand agency core business by identifying new client opportunities
- Analyze customer needs and consumer behavior to develop segmentation strategies and marketing plans for clients
- Perform detailed evaluation of client business environment, including customer needs, capabilities/assets and competitive realities, to identify unique market opportunities and threats
- Lead the design of insight-driven strategies from opportunity identification through customer experience definition
- Prepare and present recommendations to senior-level client(s)
- Partner with creative, technology, account service and other teams to ensure successful project handoff and positioning for long-term success

Requirements:

- Interactive strategy experience at the agency level is required
- 10 or more years of business experience in marketing, advertising or interactive consulting environment across multiple industries
- Proven leadership abilities and strong knowledge of customer relationship management (CRM) strategies
- Experience managing and coordinating multiple strategy projects and people
- Excellent verbal, written and presentation skills are essential
- Ability to thrive and lead in a fluid and entrepreneurial environment
- Exceptional team player, with the confidence and integrity to quickly earn the confidence of clients and internal teams
- Strong passion for and knowledge of technology, emerging media and the Internet
- Degree in a related field; M.B.A. or advanced degree preferred

13.Creative Director

The Online Advertising Creative Director (CD) serves as the principle creative lead and manages creative teams on one or more major accounts. They are responsible for directing all phases of creative work for assigned accounts from concept development through production, for inspiring and motivating creative teams, and are accountable for developing and directing creative work of the highest caliber. The CD assists in the management of the creative department through project planning and staffing estimation, Creative staff evaluations and coaching.

RESPONSIBILITIES:

- Responsible for creating on-brand, on-strategy compelling advertising for assigned clients.
- Responsible for mentoring and leading assigned creative staff and being available to critique their work to maintain consistent creative quality and award winning work.
- Actively involved in hiring/layoffs, assists in staff reviews, and may recommend promotions/salary adjustments based on structured performance assessments. Provides career path direction and development guidance for creative staff on an on-going basis.
- Coaches and oversees Art Directors, providing mentoring and feedback, regularly reviews the work of senior design staff.
- Actively participates in assigned new business development efforts, leading creative teams and developing client response materials.
- Works directly with client managers, project managers, user experience leads, and technical directors on assigned projects.
- Helps maintain active list of creative contractor resources, i.e.: art directors, copywriters, visual designers, photographers, Flash designers/developers, 3D artists, musicians, etc.

REQUIRED KNOWLEDGE AND EXPERIENCE:

- Minimum of 8 yrs Design work experience in an advertising agency (at least 4 yrs of interactive design experience).
- Recognized expertise developing strategic branding creative solutions for Fortune 500 clients - Strong people management and coaching skills to provide clear creative direction and to motivate and inspire creative teams.

- Significant interactive brand-building experience including: concept development, website design, identity design, and online marketing campaign development.
- Understand user-centered design and development processes, with an emphasis on extending brands across a broad range of customer segments.
- Expert knowledge of all steps required in the creative development process, including providing clear creative direction, giving timely and helpful coaching to improve creative and producing work cost effectively and on schedule.
- Bachelor's Degree or higher in Fine Arts, Graphic Design, or Digital Media Design

PROVEN SKILLS AND ABILITIES:

- Strong design skills and intuitive understanding of what makes a truly great interactive experience
- Strong conceptual skills; seasoned in directing the conceptual, technical and creative performance of staff
- Excellent written, verbal, and presentation skills which foster and develop existing and new client relationships
- Strong Client Management skills
- Ability to solve problems with keen instincts and organizational experience
- Proven mentoring, supervisory, and team-building skills
- Experience in strategic planning and execution

14. Director of Digital Media

XXX is looking for a dynamic business-development specialist who will help the company develop, organize, grow and manage its digital operations across its newspaper, radio, television and cable properties. We seek someone qualified to accelerate the development of a multimillion-dollar business unit and manage a team of sales, content and technology professionals who are working together to achieve exponential audience and revenue growth. We seek someone who is closely attuned to customers and who can build and successfully execute a strategy that innovatively meets their needs. We seek someone who can bridge the gap between traditional media and new digital media and between emerging technologies and consumer behaviors. We seek the individual who can help us better execute today and be a visionary to help us see what is coming tomorrow.

The successful candidate will have:

- Experience managing Web operations with a track record of success in audience and/or revenue growth
- Executive-level experience or desire to attain it
- Fluency in Internet lingo
- Ability to manage a variety of very capable individuals and win their respect.
- Ability to work in a team environment and influence others without relying on the power of the position
- Desire to work with traditional media companies and actively engage with local publishers and general managers and corporate staff
- Strong interpersonal and communications skills
- Demonstrated management and diplomatic talents
- Passion about serving consumers and customers
- Ability to manage a P&L statement with emphasis on the P

Key Competencies:

- Think strategically without losing sight of practical considerations.
- Reduce complex issues to actionable terms and communicate the issues clearly
- Seek out and maximize new digital media opportunities within our markets.
- Create an effective process to develop and assess new revenue ideas for the SCI properties.
- Able to create and modify revenue models, including accounting and financial models, for individual locations needs.

- Oversee efforts to consistently optimize the audiences on multiple platforms.
- Project management skills, including organization, execution, and timely completion in both assisting local properties in local digital initiatives and identifying and developing digital products applicable to multiple markets
- Results-oriented
- Lead and manage the corporate digital media team
- Communicate with and motivate the broader organization
- Utilize problem-solving skills in order to develop alternative strategies for various markets.
- Collect, analyze and research data.
- Help set standards and provide solutions.

Knowledge, Skills and Abilities:

- Able to build and lead a staff in growing a business.
- Deep knowledge and experience in digital media and consumer usage of digital media.
- Demonstrate tact and diplomacy in monitoring activities and making recommendations for improvements.
- Clearly conveys objectives, expectations and deadlines.
- Able to educate local property managers about digital media.
- Consistently keeps commitments and practices mutual accountability
- Able to assess peoples talents and develop needed skills.
- Able to perform market research and evaluate strategies to generate revenue and audience for digital media products.
- Knowledge of financial modeling and competitive pricing structures, including ability to create revenue models.
- Able to provide on-site expertise for increasing new digital media revenues.
- Able to compile and analyze data and monitor best practices.
- Able to evaluate complex technology and assess potential vendors.
- Able to analyze information and open to new ideas; mentally agile.
- Instill confidence with local management teams and establish credibility in pursuing new digital media opportunities and timely execution across the company.
- Understands the economics of the new media and the major areas of the business.
- Aligns resources to accomplish objectives
- Acts with a sense of urgency.

QUALIFICATIONS:

- Minimum of a four-year degree in business or related field, or an equivalent combination of education and experience.
- Proven track record of successful digital media management and traditional media management. Alternatively, minimum of five years digital media experience.

- Demonstrated management of profitable operation with responsibility for increasing operating income preferred.
- Minimum of three years managing and leading personnel.
- Comfortable with technology
- Ability to travel extensively

15. Director, Global E-Business Systems

Job Title: Director Global E-Business Systems
Description: DIRECTOR GLOBAL E-BUSINESS SYSTEMS

The position of Director, Global eBusiness Systems is responsible for the overall management of the ongoing BD Global eBusiness Technology Strategy.

This position owns and leads the portfolio of technology programs that support and drive the eBusiness strategies of the BD Business Units as well as an overarching platform strategy to drive economies of scale and rapid response to ever changing business needs.

The position has the direct leadership of multiple teams of associates located in several geographic locations around the USA.

Qualifications:

- A minimum of 5 years experience leading enterprise level technology programs for a Fortune 500 size corporation.
- A minimum of 5 years managerial experience leading teams of significant size and geographic location.
- A proven track record of delivering complex customer-facing application solutions and successfully collaborating with non-technical business leaders.
- A minimum 5 years experience successfully leading the creation, development and deployment of complex internet based commerce systems.

In addition to the above required qualifications, an ideal candidate would have the following additional qualifications and experience:

- 10+ years direct managerial experience leading technology programs
- 5 years experience in Customer Facing Technologies
- 5 years experience working in ERP systems
- Direct working knowledge of eBusiness Systems

Education Requirements:

A minimum of a Bachelor level degree in Information Systems or directly related area. An MBA in a technology related discipline considered an asset

16. VP Media Planning Director

Job Specifications:

- Lead media objectives and strategy development and provide innovative media recommendations
- Analyze historical data and market trends to forecast revenue and sales
- Act as primary client contact and ensure that all client's business goals are met
- Handle financial aspects of the account budget, staffing, projections, etc.
- Manage the development, negotiation, implementation, tracking, reporting and optimization of all media plans
- Maintain strong working relationships with both internal and external contacts
- Build out current client initiatives to increase ROI and subsequently increase agency revenue
- Work closely with team of group and associate media directors, planners and assistants and grow the team as necessary
- Oversee all aspects related to staff such as hiring, reviews, etc.

Qualifications:

- 10+ years of media planning experience with a focus in digital/online media
- Experience with digital and emerging media (social networks, blogs, mobile, gaming, user generated content, etc.) preferred

Salary: 150-160K, DOE

Section II, Sales Positions

Exempt & Non-Exempt Positions

1. Online Ad Sales (exempt)

Requirements

- Sell ads and put together comprehensive advertising packages that deliver added value for the client's money
- Work closely with marketing to develop effective strategies and solutions
- Find and open new online media sales opportunities
- Build and develop strong relationships with both the advertiser and the agency

Qualifications

- At least 5+ years experience selling media solutions with at least two years in online media
- Strategic thinker with selling ability
- Experience across all media, especially online/digital

Benefits

- Competitive salary
- Full comprehensive benefits
- Equity options
- 401k
- Bonus

Salary: 150-200K, DOE

2. Account Manager, Digital Media Sales (exempt)

Job Description:

Responsibilities:

- As an Account Manager for XXX, you will be responsible for managing the day-to-day partner relationships.
- Attend client meetings to understand partner goals and objectives
- Participate in partner-brainstorming sessions
- Work with all internal departments on the development and implementation of partner campaigns
- Organize and conduct kick off calls with clients and internal teams to understand campaign deliverables
- Monitor and report campaign performance to ensure delivery and billing
- Work with Sales Manager and/or Director to improve and optimize performance
- Present campaign results via Excel and PowerPoint presentations
- Manage client relationships and deliver superior customer service

Basic Qualifications:

- Minimum 2 years of online experience in media planning or client service role
- Minimum 2 years of project media related projects
- Bachelors degree required

3. Internet Advertising Sales Specialist (Exempt)

Description
<p>The Internet Advertising Sales Specialist will champion digital sales efforts for XXX's growing online operations. This lead position will be responsible for sales and development of new digital products as well as training, mentoring and coaching the integrated sales force.</p> <p>This position will also contribute to the development of tactical plans needed to achieve sales revenue goals for the company and to determine budgets and appropriate incentives for the sales force. As the lead online sales strategist, this position will also be responsible for leading the integration and cross training of XXX's sales team where appropriate and will work closely with the classified and retail sales department in the tactical deployment of online sales opportunities.</p> <p>Coordinate and plan all efforts related to sales initiatives for XXX's online sales.</p> <p>Work with management of other sales channels to develop strategies for addressing existing client base. Demonstrate leadership through consultative selling in developing new business. Training and development of account representatives.</p>

4. Interactive Advertising Sales/Outside Sales (Exempt)

Job Description

HIGH PAYING INTERACTIVE OUTSIDE ADVERTISING SALES POSITIONS AVAILABLE

As a Sales Professional for this company you will be representing one of the world's largest telecommunications companies in the United States selling web sites, links, banners, online advertising including pay-per-click & search engine marketing solutions on sites like Google, MSN & Yahoo, etc..).

Job Requirements

Account Managers are responsible for:

- Meeting and exceeding aggressive sales goals and overall objectives. You are measured by sales contacts per day and revenue generated.
- Demonstrating the value of interactive advertising to new and existing customers. Through face-to-face contact you will service existing clients, sell new programs, protect and increase existing advertising, and minimize decreases and cancellations.
- Developing sales strategies prior to contacting designated markets, using a variety of visuals, including Internet layouts and other sales aids. You will formulate client advertising recommendations, which are specifically designed to meet your customer's needs and objectives.
- Handling an aggressive schedule of daily sales contacts. You will schedule, organize, and prioritize work to meet both customer and company goals and deadlines. Accuracy and organization are critical to your success.
- Visiting client business locations to obtain critical information about client markets and challenges. You will present the benefits associated with advertising programs, along with their intended results.

5. Business Development-InteractiveSales

Job Description

Digital Media and Gaming Company Seeking Advertising Sales and Business Development Pros i

Games, Video Game, Casual Games, Online Ad Executive, Advertising Sales Executive, Media Ad Executive, Advertising Sales Manager, Ad Sales Executive, Account Executive, Media Advertising, Media Sales, New Media Sales, Account Manager, Interactive Account Manager, Interactive Media, Advertising Agency, Ad Agency, Advertising Representative, Advertising Rep, Sales Manager, Bus Dev, Business Development

If you are a great Interactive Media or Ad Sales Executive with a track record of business development, please read on!

We are Digital Media and Entertainment Company seeking Advertising Sales Pros in Los Angeles and New York! We need candidates who want to be a part of the Entertainment Industry!

What you need!

- ☐ Experience in Traditional Media or New Media/Internet Ad Sales (2-4 years)
- ☐ Industry Experience in Either Gaming or Interactive Advertising
- ☐ Proven track record of success
- ☐ Must possess outstanding communication skills (both verbal and written)
- ☐ Bachelors degree

What are plusses?

- ☐ Established book of business
- ☐ Established track record of selling games

What you'll be doing!

- ☐ Selling game packages
- ☐ Develop and cultivate relationships with major brands and agencies
- ☐ Keep a detailed account of all leads and business
- ☐ Negotiate favorable terms on sales proposals/deals

Required Skills

Games, Video Game, Casual Games, Online Ad Executive, Advertising Sales Executive, Media Ad Executive, Advertising Sales Manager, Ad Sales Executive, Account Executive, Media Advertising, Media Sales, New Media Sales, Account Manager,

Interactive Account Manager, Interactive Media, Advertising Agency, Ad Agency, Advertising Representative, Advertising Rep, Sales Manager, Bus Dev, Business Development

If you are a good fit for the Business Development - Interactive Sales Executive position, and have a background that includes:

Games, Video Game, Casual Games, Online Ad Executive, Advertising Sales Executive, Media Ad Executive, Advertising Sales Manager, Ad Sales Executive, Account Executive, Media Advertising, Media Sales, New Media Sales, Account Manager, Interactive Account Manager, Interactive Media, Advertising Agency, Ad Agency, Advertising Representative, Advertising Rep, Sales Manager, Bus Dev, Business Development and you are interested in working the following job types:

Marketing, Sales, Management

Within the following industries:

Entertainment, Public Relations - Fund Raising, Sales - Marketing

6 Account Executive- Online Advertising (exempt)

Summary

Our ideal candidate will possess experience developing both client and agency relationships in one or more of Jupitermedia's core categories, which include software development, IT networking, security, and storage. Preference will be given to those candidates who have experience in online advertising sales and can demonstrate a history of successful client relationship management and more importantly, new client development and account growth.

Responsibilities:

- New business development, account management, and expanding existing sales relationships within specific vertical technology categories
- Identify and contact prospective advertisers primarily through phone and email
- Sell online advertising programs to both client and agency side of the business
- Help develop sales strategies and collateral
- Client maintenance, customer service, sales administrative duties
- Forecast and monitor progress of sales projections
- Prepare periodic sales reports showing sales volume and potential sales

Requirements:

- Minimum of two years online ad sales experience with at least two years of core sales experience
- Ability to demonstrate success in previous sales or sales-related positions
- Show a high degree of self-motivation and work well both as an individual and within a team environment
- Must have a history of quota attainment in inside or outside sales
- Excellent communication, time management and presentation skills
- Demonstrated track record of developing successful account relationships
- We offer competitive compensation along with a very generous benefit package including medical, dental, vision, disability, AFLAC and life insurance, 401K with company match, tuition reimbursement, vacation, and a casual and fun work environment!

7. Strategic Online Sales Specialist (exempt)

Reports to Title: Sr. Director Interactive Sales

Job Responsibilities: Unique position serving as an intersection between sales, inventory management and research for online advertising. Under the direction of the Senior Director of Interactive Sales the candidate will work on a growing team supporting local online sales initiatives.

- The candidate will provide critical analytics to support and optimize our online sales team.
- Communication on availability and performance of online properties is the primary focus.
- Providing research and performance related data to the marketing and regional online sales leaders will support the packaging, promotion and monetization of the product.
- Initiate, analyze and provide data to sales and marketing teams supporting our online sales and pre-sales through various vendors including Nielsen, comScore, and eMarketer.
- Maintain licensing agreements for vendors and disseminate information for field usage
- Provide scheduled and ad hoc reports to business stakeholders
- Understand the key drivers of performance related to online marketing campaigns including banners, video, text links, email, rich media and other web advertisements
- Provide real time data on campaigns. Identify and make recommendations for optimizing campaigns and alert stakeholders when results deviate from projections
- Make recommendations to stakeholders based on analysis of site usage, user experience and commerce performance
- Assist in the development of industry trending analysis for the field to stay competitive
- Provide local and regional competitive analysis data across multiple DMAs to help increase online advertising market share.
- Serve as key communicator for field inquiries on inventory avails and performance
- Track online sales activity and performance of all field campaigns to evaluate actual performance metrics pertaining to budget increase/decrease over prior year
- Assist in the management and education of sellable online inventory for the field
- Punctual, regular, and consistent attendance.

Minimum Requirements:

- Bachelors degree preferred or equivalent related work experience
2 years experience with online advertising preferred, but not required
- Highly proficient at analyzing and interpreting data with the ability to translate data from a variety of sources and propose actionable solutions
- Experience working with both technical and business/marketing teams
- Experience in presenting analysis to all levels of management and staff
- Self-starter that can work in a fast-paced environment and give high attention to detail
- Strong interpersonal and communication skills
- Proficient in all Microsoft Office products, as well as knowledge of comScore, Nielsen AdRelevance, Nielsen @Plan, Nielsen NetRatings, eMarketer, Borrell, and Ad Serving technologies

8. Internet Media Sales - Work from Home (non-exempt)

Job Description

Internet Media Sales - Work from Home

Our client is looking for an experienced media sales professional with a strong client and agency rolodex. This individual should have a consultative sales approach and a track record in driving revenue and increasing client base. You must be results-driven and have strong analytical skills. This person is expected to understand and be able to articulate the overall business objectives of our client's sales organization, and the company's value proposition to the advertising community and achieve aggressive new business and account growth expectations.

The successful candidate must have the ability to initiate high-level interactive business conversations with key decision makers in a variety of industries as it relates to Internet marketing and advertising programs including e-Newsletters and Cost Per Click (CPC) programs. The ability to create interest and build value by use of a multi-call process is essential. Must be able to build a strong pipeline, close new business and expand customer relationships that ensure renewal and increase business.

This job requires at very least an Associate degree, but a BA or BS is highly preferred.

You'll must have at least 3-5+ years of current professional online / Internet media sales experience with a proven experience being a top performer. Obviously you'll have strong Internet and MS Office skills. Our client prefers to use prior earnings in excess of \$90,000 as a measuring stick as to whether or not you fit the successful track record they're after.

If you're the ideal candidate (please make sure you have this before telling me in your cover letter that you are "perfect" for the job) will possess a strong client and agency rolodex as well as prior experience with sales of online newsletters as well as Cost Per Click experience too.

Remember, you'll be expected to build a solid customer base through networking and cold calling prospective clients so if that doesn't appeal to you then applying for this job isn't the right thing to do.

9. Online Ad Sales Representative (non-exempt)

As an **Advertising Account Executive**, you will develop and drive new strategic initiatives that will enable XXX to further capitalize on the estimated \$20 billion (2007) online advertising market. At XXX, you will have the opportunity to define your own career path and create a clear course for success that is both financially and personally rewarding. Being an Internet Geek is no longer a four letter word. If you believe that, here are some other four-letter words you might like: Goal, Paid, Lead, ABBA (ok, nobody actually likes ABBA).

Job Requirements:

- Understanding of online industry terminology Internet marketing strategies, search engine marketing, online promotions, creative, and email marketing.
- Must have a strong ability to communicate effectively and express ideas in a well planned and documented manner.
- An understanding of the online advertising space.
- Exceptional oral and written communication skills.
- Must be extremely organized, detailed and results oriented.
- An analytical mind capable of learning quickly and adaptive to change.
- A comprehensive understanding of MS Office and Internet technologies.

Job Duties to include Online Ad Sales

- Call/email leads that you self-prospect
- Communicate the benefits of FetchBack product
- *Close deals!*
- High volume cold calling
- Help take care of Fido, the company mascot
- Participate in 80's music trivia contests

10. Digital Ad Sales Manager (exempt)

We're looking for a flexible, multi-tasking digital ad sales manager with creative energy, enthusiasm, and a desire to build something new. This is a **MANAGER ROLE** (3/4 years experience). You will have a great deal of responsibility, will play a large role in the overall sales strategy and will directly contribute to the success of the team and the company in a very visible way. You will work closely with the founders and the VP of Marketing & Business Development.

RESPONSIBILITIES:

In this position you will be responsible for developing an effective ad sales strategy from the ground up and then implementing it. Day-to-day responsibilities include:

- Cultivate relationships at the highest levels of top agencies, large on-line advertisers and Fortune 1000 companies
- Supervise proper delivery of advertising campaigns in accordance with goals and objectives of the client
- Drive revenue through long-term, high dollar contracts
- Consult with clients on their marketing needs and creatively design solution packages
- Manage external ad network

REQUIRED SKILLS:

- Excellent track record in developing relationships with advertising agencies and direct advertisers
- Ability to develop unique selling strategy
- Strong relationship building skills
- Excellent customer service skills
- Ability to develop leads through cold calling and networking
- Ability to develop custom presentations and responses to RFPs
- Interest in and understanding of online marketing and social media

IDEAL CANDIDATE WILL POSSES:

- Minimum 3-4 years of full-time experience selling digital advertising (client side preferred)
- Experience and relationships with consumer / lifestyle brands a must
- Ability to multi-task and work on many projects at the same time in a fast paced environment a must
- Great communication and writing skills

Section III, Marketing (Exempt)

Job Title: New Media Communications Manager Region: US & CANADA
Area of Interest: Corporate Communications
Level of Experience: Experienced - Non Manager

Job Description:

It's an exciting time to work at XXXX.

Every day we connect people to the network and make it come to life. Whether it's using e-learning to educate students far from city centers or downloading the entire Library of Congress in seconds, our networking technology has not only revolutionized the way people do things, but who they are. People are more informed, more efficient, and more involved. With all forms of communications converging onto the network, XXXX is entering an exciting new era.

- Responsible for understanding and creating news strategies for the award-winning news site. New media and PR strategies a strong focus.
- Works with cross functional communications teams as well as marketing, business units to develop story, as well as ensure story telling is in line with overall company focus and communications goals.
- Establishes and oversees story development, whether the content is written--exec Q&A, written news feature, blog postings--or developing podcasts, videocasts, videos, video blogs, second life events.
- New Media skills a plus, but on the job development is welcomed.
- Works diligently with cross functional teams to identify and develop story focus, and is a facilitator working with trained journalists, production firms (to develop videos/podcasts. Must understanding basic communications skills-PR/messaging/story telling.
- Must understand how to put typical feature together, to include focus, third parties,
- Typically reports to Sr. Mgr. New Media/Corporate Communications or in some cases to a Manager, New Media.
- Frequently interfaces with subordinates and functional peer groups at various management levels. Frequently interfaces with various Directors, Marketing. Is the primary liaison with PR and responsible for securing content for the news site on an ongoing basis. Medium degree of impact on overall business direction.
- Major impact on product and technology perceptions in the media.
- Resolves extremely complex situations requiring expert knowledge of PR and business issues. Develops innovative solutions for obtaining results.
- Industry and networking knowledge.
- Negotiation and influencing skills.
- Multi-tasking and objectivity

2 .SEO Director, New Media

Job Description

Overview: The SEO Director for XXX and its network of sites must have proven expertise in Affiliate, Paid and Natural Search marketing. This individual will be responsible for orchestrating the overall SEO Strategy & Implementation utilizing a combination of industry best practices and search engine-friendly recommendations without compromising the brand, user experience or esthetics of the web sites.

The candidate must possess and maintain an intimate working knowledge of the search engines to understand their latest guidelines and standards for optimization. In the ever-changing SEO marketplace, it is vital for XXX to understand the competitive landscape and to track our performance relative to our competition.

The candidate must maintain a comprehensive understanding of our competition and guide that knowledge of how and why we are being out ranked on key terms towards a strategy and action plan of changes to improve our rankings and gain search market share from our competitors.

Job Responsibilities:

The candidate must develop and maintain a formula of good indexation; keyword optimized content, and optimized incoming links to increase the visibility and ranking of our Web pages on search engines.

All three of these factors must work in unison:- Indexation - Have the search engines found and cataloged the landing pages?- Content Quality - What our landing pages say about themselves?- Link Quality - What other Web sites "saying" about our landing pages via their links?

The candidate will develop and execute recommendations based on priority and required implementation effort to ensure high-impact, low-effort changes are performed first.

This person must constructively and creatively work with other XXX departments to improve the following:- Site architecture and navigation- Search engine compliance- Google Sitemap management- URL Structure- Content barriers (like registration forms)- HTML tags and Meta tags- HTML structure and coding- Header tags and positioning- Page layout and design (as it relates to natural search visibility)- Graphic to text balances- Category and product page copy- Keyword visibility strategies- Internal link structures and Google PageRank dispersion- External linking strategies- Landing page modification and creation- Directory site submission

QUALIFICATIONS:

- Proven SEO experience of at least three years with minimum of five years overall online and/or marketing experience

- Experience with SEO of multimedia content including video, images, html, etc.- Proven abilities to motivate teammates and effectively present complex information to Management and Internal Departments
- Excellent project management skills: strong organization and attention to detail. Able to meet deadlines, and track project status
- Must be detail oriented with excellent analytical and problem solving skills- Familiarity with developing, maintaining and optimizing large dynamically generated sites with content management publishing systems
- A passion for SEO and natural curiosity to stay abreast of new search trends and opportunities.- Bachelors Degree

3. Marketing Communication Strategist

Job description

- Act as the leader and catalyst in moving XXX marketing into online and social media
- Serve as XXX's lead strategist and evangelist on social media, responsible for articulating social media plans across SWG and helping lead their implementation
- Set targets and timelines for social media programs and key initiatives
- Develop a set of best practices and devise recommended rules of engagement and use the social media and evangelization/education opportunities to share best practices and knowledge, helping to build social media capability worldwide
- Lead efforts to devise system of measurements and key metrics to understand XXX's effectiveness in terms of social media penetration and impact of social media XXX reputation and perceptions of leadership and relevance
- Deploy social media in support of both XXX product, brand, and marketing programs

The candidate should the following qualifications:

- Deep experience in online and social media thought leadership
- Strong understanding of social media in relation to the broader media mix; understanding of the interplay between online/social media and traditional media
- Knowledge of agency and consultant resources in social media that add highest value to large corporations
- Understanding of industry best practices, especially as they relate to social media at large corporations
- Proven ability to be a change agent in a large, complex organization
- Deep knowledge of social media tools, including Technorati, social bookmarking, tagging, dynamics of XML and blog publishing
- Ability to counsel senior executives and marketing leaders on effective use of social media
- Proven ability to work with PR and or marketing agencies
- Strong understanding of Web design, applications, navigation, Web 2.0
- Strong knowledge of user-generated content, Web video and viral marketing on the Web
- Experience working with corporations or corporate clients who deploy social media
- Proven ability to act as a leader and mentor of other people

4. Associate Strategy Director

Job Description:

Job Title: Associate Strategy Director

Reports To: Strategy Director

XXXXX, ranked one of the largest brand communications groups in the world, is a full-service brand contact agency, providing clients with complete communications planning and investment across all major media, as well as online buying and strategy. Through a unique planner/buyer heritage and focus on strategic targeting, XXX helps clients clear new paths to their customers, delivering powerful and efficient marketing messages that produce tangible sales results. If you are ready to hone your media skills in a fast-paced environment working environment, then a career at XXX is for you.

Position Summary:

Associate Strategy Director has responsibility for supervising and participating in the strategic planning and execution of digital marketing activities for our clients. He/she will serve as a senior member of the client-facing team, providing leadership, developing mid- and senior-level client relationships and establishing him/herself as an expert and trusted advisor amongst clients and colleagues.

Specific Responsibilities:

- Develops and delivers results-driven strategic frameworks and business rationales for digital advertising campaigns, website development, ecommerce, eCRM and other digital marketing projects strategy and business case document
- Possesses the ability to identify, articulate and defend insights and recommendations to clients
- Possesses a thorough understanding of your client(s) brands, market, business and culture
- Maintains consistent contact with appropriate client personnel to insure continuing agency awareness of client's desires, interests, and understanding of agency work, taking responsibility for the success and satisfaction of assigned client relationship(s)
- Creates opportunities for deeper collaboration and interaction and reinforces the client's status as an innovative participant in the creation of cutting-edge solutions
- Manages expectations and communicates project and profit risks to client and internal teams
- Reviews creative and other staff work with Account Director or Group Account Director to ensure that it reflects the strategy and objectives prior to submission to client

- Consults with creative, media and research staff to be certain client objectives and budget parameters are clearly understood and collaboratively develops accountable strategic and tactical solutions
- Oversees flawless execution of client projects- high quality, on time and cost-effective/on budget
- Collaborates with partner agencies to ensure sound comprehensive strategic recommendations for clients
- Identifies and pursues opportunities new and organic business promoting - when appropriate - other agency services
- Supervises Account Strategist(s) in their direct or indirect responsibility for development of client projects as well as professional growth, providing internal team leadership, mentoring, motivating and coaching team members
- Apprises Group Account Director of key developments which have implications for his/her client counterparts or agency management
- Represents the agency and online effectively in interagency meetings, and have enough presence to persuade clients and agencies of the merits of digital media

5.Web and Email Designer

Job Description

XXX is the nation's first and the world's largest educational travel organization for the mature travel market. XXX and its sister organization XXX send 175,000 enlightened travelers to 99 countries annually.

SUMMARY OF RESPONSIBILITIES

The Web and Email Designer collaborates with the Marketing Department to create design solutions for web, email and interactive communications. Responsibilities include:

- Responsible for consistency and feel of the Road Scholar/Elderhostel website and email marketing campaigns. Maintains regular updates to ensure website and emails are engaging and accurate and reflect the mission of our not-for-profit organization.
- Design landing pages for marketing campaigns.
- Design email templates and work with vendor to create over 200 email campaigns annually.
- Design web plugs and banner ads to support marketing efforts.
- Optimize website for search engines.
- Research trends in web and email marketing.
- Participate and collaborate with writers, designers and project managers in concept development and online creative strategies.

6. Traffic Coordinator – Online Ads

Job Responsibilities:

- Responsible for scheduling and maintaining internet advertising
- Campaigns through ad management and interactive production interfaces
- Ensure timely implementation and campaign optimization on an ongoing bases
- Interact with sales staff for campaign detail and updates
- Maintain schedule of automated and manual reporting jobs to be performed for Interactive Sales Team
- Catalog and track Internet creative used in campaigns
- Troubleshoot issues with advertising campaign and creative placements
- Monitor processes, record outages and troubleshoot during outages
- Other duties as assigned
- Punctual, regular, and consistent attendance.

Minimum Requirements:

- College degree preferred or equivalent work experience
- At least two years of Internet traffic/scheduling experience (other media trafficking experience considered with additional Internet skills/experience) Experience with online ad systems (DoubleClick/DART, Atlas, RealMedia 24/7, Pointroll, Eyeblander, etc.) a plus
- Strong attention to detail, analytical skills and ability to troubleshoot
- Advanced PC skills; strong experience with MS Excel and/or Access a plus
- Knowledge of Internet delivery infrastructure preferred
- Experience with Internet page creation, HTML/Java Script, ASP, Flash, and/or streaming media platforms a plus
- Ability to work in a fast-paced, multi-tasking, deadline-oriented environment; ability to prioritize workload
- Punctual, regular, and consistent attendance.
- Ability to work overtime, as needed.

7. Online/Digital Media Planning Supervisor

One of the world's largest advertising agencies recently developed a new online/interactive department. Be one of the first to contribute to the development of their new online/interactive department!

Job Specifications

- Supervise the day-to-day planning, implementation and tracking of online/interactive media campaigns
- Develop media strategies that best meet the clients' goals
- Act as the primary client contact to maintain and develop client relationships
- Supervise and manage team members
- Forecast revenue and sales based on historical data and market trends
- Supervise projects to ensure client's goals, budget and target audience are reached
- Prepare and deliver presentations as necessary

Qualifications

- 4+ years of media planning experience at an agency, with at least 2+ years of online/digital
- Knowledge of online planning/research tools
- Experience with ad-serving technologies/campaign trafficking

Salary: 90-100K, DOE

8. Email Production Associate

Job Description

XXX is looking for an experienced e-mail professional with strong technical and analytical skills that can manage multiple e-mail products within XXX.

The ideal candidate will have both e-mail production and ad trafficking experience. This position calls for a self-starter who is comfortable dealing with large e-mail subscription audiences and who is ready to work in a dynamic environment at an innovative company known for the strength of its brand and quality of its products.

Responsibilities:

- Prepare, produce and test a variety of e-mail campaigns, including newsletters and advertiser only e-mails, e-mail management software.
- Prepare individual campaign reports, analyze trends in revenue and usage.
- Work with Product Manager and other team members to implement all aspects of XXX's e-mail business.
- Internal evangelist of e-mail products and processes.
- Work with and assist cross-functional teams (editorial, marketing, IT, design, sales, etc.) during product development lifecycle and in the implementation of ongoing priorities.
- Collaborate with design, IT, and editorial staff to optimize functionality and user experience.
- Collaborate with sales to develop new revenue generating products and ad positions.
- Collaborate with client services to ensure key clients' needs are being met.
- Collaborate with marketing to develop and implement marketing plans. Stay abreast of marketplace and competitive set.
- Deeply understand the XXX audience and how email can play a larger role in their web usage.

Compensation:

Competitive salary commensurate with experience, bonus, 401(k), and comprehensive benefits.

Qualifications Required

- 1-2 years experience with e-mail, ad traffic or marketing. Must be Internet-savvy
- Exceptional computer skills, including knowledge of HTML and Excel.
- Excellent communication skills.
- Attention to detail and the ability to meet deadlines in a busy daily production environment
- Ability to learn quickly.
- Ability to prioritize and manage multiple tasks.
- A good sense of humor.
- Bachelor's degree or equivalent.

9. Online Services Assistant Marketing Manager

The Online Service Marketing team resides in the Online Service and Communications group of Marketing Growth and Development. The team is focused on ensuring the effective operation of the existing online Customer Service applications (namely the Customer Care Center and the Customer Support application), as well as the enhancement and optimization of online service capabilities through the implementation of new functionality and the proactive promotion of that functionality.

SCOPE AND RESPONSIBILITY:

This position is for an Assistant Marketing Manager to lead efforts in support of online service capabilities.

Specific responsibilities include:

Leading the implementation of approved projects by acting as the Business Project Manager, including requirements definition and project level business insights throughout the life cycle of the project.

1. Design, manage and track the effectiveness of various marketing campaigns to promote online service.
2. Analyzing the effectiveness of the customer experience during the online service requests by leveraging usability measurements, and ensuring the implementation of enhancements to optimize this experience.
3. Promoting the value of online service to all stakeholders and influencer, and developing and maintaining effective relationships with these parties, as well as external partners.
4. Promoting consistency between the various online service capabilities, as well as with other related allstate.com applications and other direct channel capabilities.
5. Identifying opportunities to optimize and improve existing processes or identifying gaps in service processes and capabilities.

QUALIFICATIONS

1. Ability to lead projects of cross-functional teams. Generate motivation through effective coaching.
2. Strong knowledge of the Internet, web technologies, and online marketing concepts.
3. Solid knowledge of insurance principles, billing and payment principles, and other online service functionality.
4. Proven ability to anticipate and respond to changing business conditions. Support change and innovation.
5. Strong ability to work effectively with others and influence cross-functional project teams from various business areas, including IT resources.
6. Proven ability to identify areas of opportunity and then enhance and improve current processes in a web environment.

EXPERIENCED REQUIRED:

A minimum of 5 years of marketing experience, preferably with exposure to online service or customer experience.

COMPUTER PROFICIENCY:

Microsoft Office

Web-based Measurement tool (such as HBX)

EDUCATION REQUIRED:

College degree

Major Preference: Marketing

10. Marketing Designer

Marketing Designer

As a part of the Marketing Department, this person will be responsible for development of all XXX marketing materials for use with prospecting, new business, internal/external marketing and public relations initiatives. This person will be responsible for ensuring all design and executions are on strategy and reflect the XXX brand personality.

Job Responsibilities:

- Concepting, design, and production in a wide variety of styles for online and print media
 - Websites, interactive demos, rich media, promotional materials, CD-ROMs, print materials, brochures, presentations, kiosks and more.
- Responsible for concepting, design and production of new business presentations in conjunction with the Marketing and Executive Team.
 - Presentation design and production (HTML, Flash, PPT, etc.)
 - Presentation “prop” development (presentation boards, other presentation pieces as needed).
- Responsible for all award entries on behalf of Moxie.
 - Gathering of creative assets for entry
 - Building/production of award entry websites
 - Development of packaging / cd-labels / etc. for award entries
- Responsible for development of all Moxie style guides
 - XXX Logo / Document guidelines
 - XXX document templates
 - XXX website guidelines
- Monitors all XXX creative and promotional projects through all phases of production, including management of external creative production vendors (i.e. printers)
- Provides input, direction and communication to all involved disciplines throughout production.
- Adheres design to budgets and time constraints as provided by the Marketing Team.
- Delivers presentations to team and/or senior personnel and clients as needed.
- Exhibits expertise on all design trends and historic design influences.
- Interacts and follows creative direction from Chief Creative Officer.

Responsibilities include but not limited to:

- Assist in the developing current client presentations
- Assist with overflow of current client work when available
- Contribute wherever possible to the establishment of a high agency profile in the business community – entering awards contests and conducting himself in a manner which reflects favorably on the advertising business in general and the agency in particular
- Knowledge sharing with all team members
- Continuously search for opportunities to be positive and to share the positive side to every situation

- Accurate and timely reporting of billable and non-billable time
- Establish and build Moxie Interactive client businesses through working on corporate identity and marketing materials
- Staying apprised of new and emerging technology and programming applications for potential use for clients
- Continue to gain more knowledge in field through professional education.
 - Attend at least one seminar, workshop, or other educational activity annually.

Section IV, Support Positions

(non-exempt & exempt)

1. Technical Customer Service Specialist (exempt)

POSITION SUMMARY: We are searching for a talented and experienced individual who can provide third-level customer service support for several massively multiplayer online game products. The individual will be the key liaison between our guests and the developers of the product, and will have a tremendous ability to improve the quality of the guest experience.

Site Operations:

- Monitor site stability on a daily basis.
- Resolve operational issues escalated from tier-1 customer-service team.
- Analyze game server and player behavior.
- Monitor site performance and stability following environment changes or new content releases.

Operations of Technical Customer Service:

- Analyze customer service data on release candidates and production releases to prioritize and report product defects.
- Maintain and monitor bug database: forward incoming bugs to the appropriate developer, remove duplicates, categorize and escalate issues.
- Communicate known defects and site stability issues to product leads on a daily basis.
- Maintain the game database: restore accounts/characters, transfer accounts/characters, fix accounts, name approval, name changes, and database patches.

Development of Technical Customer Service:

- Train level-1 and level-2 Technical Customer Service agents
- Create web and database tools based on needs of non-technical customer service representatives.
- Build tools and procedures to increase the efficiency in maintaining the bug and game databases.

Reporting:

- Data Mining: develop, maintain and operate data warehousing tools and procedures used for site performance reporting, marketing, and game research

QUALIFICATIONS FOR POSITION:

- Bachelor's degree (preferred in computer science) or a corresponding number of years experience in technical operations or customer service.
- 2+ years experience with customer service and/or technical support

SPECIFIC SKILLS REQUIRED:

- Experience with Office software (Outlook, Word, Excel, Project).
- General knowledge of Internet, console, and PC standalone gaming.
- Experience with Linux, MySQL Apache, PHP, and web tool software development concepts.
- Experience with customer service tools (Kana, Eventum) and help-desk procedures.
- Ability to work independently, and escalate site issues without supervision.
- Superb written and verbal communications skills, including:
- The ability to metamorphose a technical explanation into a courteous and positive response that can be understood by mass market guests.
- The ability to translate a customer complaint into a technical issue, complete with steps and conditions to reproduce a problem

2. Interactive Media Designer (non-exempt)

We require an entry to mid-level designer/developer with at least two years combined experience in Web site production and Flash-based interactive development. Under the direction of the Director or a designated Producer, the incumbent will immediately begin contributing to the production of instructional microsites, standard and animated graphics; interactive storytelling applications, and other multimedia projects. Video production experience, as camera operator or editor, highly preferred. This job requires the ability to complete day-to-day maintenance and production tasks while developing multiple long-term media projects.

Candidates should possess a degree in multimedia or graphic design (or equivalent academic plus professional experience). Prior experience in development of content-rich Web materials from concept to completion is required.

Candidates should meet these minimum qualifications:

- Solid understanding of the Internet, Web interface design and the technologies employed; strong grasp of current trends and best practices in navigation, information architecture, accessibility, and usability matters; extensive familiarity with, and appreciation of, the Internet as a tool to inform and inspire.
- Must be a strong, clear communicator. The ability to clearly articulate suggestions and ideas in both written and oral form and communicate with and within multiple teams is required.
- Self-starter and multi-tasker with high level of initiative and the flexibility to handle multiple, rapidly shifting priorities and pressures.
- Ability to create wireframes, limited functional prototypes and specifications from creative sessions
- Must be able to read, understand and, where appropriate, challenge project documentation and briefs, content specifications, functional requirements, test plans, and process documents.
Must be able to correctly estimate and advocate for the time and effort needed to perform a task, able to meet deadlines with excellent problem-identification and reporting skills.
- Possess a history of acquiring new technical skills independently and aggressively in the technical areas described above.
- Ability to present ideas and designs to a group, with understanding of the creative process in a collaborative environment.
- Ability to respond to project demands, including changes of direction, with creativity and enthusiasm.
- Experience or interest in instructional design for K-12 students is a plus; enthusiasm for XXX's mission and the content that we can deliver to the K-12 community essential.
- Candidate must supply a portfolio demonstrating expertise in multimedia design and production, particularly showing skill using Flash to create interactive applications; and describe roles in development.

3. Graphic Designer (non-exempt)

Description

Growing corporate graphics department is seeking to develop a stable of reliable freelancers with the following experience:

- Proficient in Adobe Creative Suite (InDesign, Illustrator and Photoshop) and Quark Xpress in a PC environment
- Proficient in Web and New Media software (Dreamweaver and Flash) in a PC environment; knowledge of CSS and HTML helpful
- Proficient in Visio and PowerPoint in a PC environment
- Thorough knowledge and understanding of printing, both traditional and digital print production requirements; ability to interface with printing professionals both internal and external
- Expertise in technical file requirements of new media (web, e-mail, interactive) and ability to interface with IT professionals both internal and external
- Strong team player who is able to work in a collaborative environment; comfortable with structured and formalized workflow procedures; solid communication skills
- Ability to take direction and execute within deadlines and budgets
Comfortable working in a corporate environment and interfacing with all levels of personnel in a professional, customer-focused manner

Candidates should submit resume and if contacted for an interview should have portfolio samples to present. Entry-level, recent grads and active students are encouraged to apply.

4. Online Advertising Editorial Policy Analyst (exempt)

Are you looking for a great **entry level** mid **level** job to get your foot in the door to the world of online advertising, eCommerce and marketing? If you feel that this opportunity could work for you, then look no further!

This job is a great way to learn the online advertising business and a stepping stone to other great opportunities. This is a fun and youthful culture which affords the high probability of a conversion to a full time position.

You will be reviewing advertisements for adherence to online advertising policies. You may be required to handle complaints on certain online advertisements and determine if they comply with company policy or need to be removed from public view.

Due to this, you must have confidence in their decision-making ability and be able to give advice on how to solve or improve certain problems regarding the online ads. In addition, you will also be responsible for reporting revenue data at the beginning of each month for an ongoing program.

Other responsibilities include dealing with internal forms and handling e-mails.

5. Entry Level Software Engineer (non-exempt)

Skills:

- c, c++, linux, windows,

Description:

- Apply technical knowledge to understand and improve current products.
- Work with other groups to bring new products to market.
- Maintain and extend an enterprise **level eCommerce** infrastructure.

Preferred Technology Knowledge:

- Comfortable with at least one high **level** language, C++ preferred.
- Passion for solving problems
- Familiarity in some of the following areas:
 - **Internet** standards such as HTTP, XML, and SOAP
 - Concurrency and multithreaded applications.
 - Algorithms and Algorithm Analysis
 - Data Structures
 - Design Patterns
 - Software Lifecycle
 - Compilers
 - Operating Systems
 - .Net Framework
 - Relational Databases (MSSQL, MySQL)

Essential Skills/Experience:

- 2+ years of hands-on programming experience.
- Strong desire to learn emerging technologies and to innovate.
- Candidate must possess strong communication skills and should be a team player.
- Ability to learn and adapt to a changing technology landscape.
- Bachelors in Computer Science or related field

6. Senior User Experience Designer (exempt)

Our client is in need of Sr. UE Designers that can work with clients to develop meaningful interactive experiences.

Our client is the user-centric Web design and technology services specializing in the synergy between user experience and application development to solve complex issues for large organizations. Their clients are some of the most well-respected in the country.

This role requires strategic thinking, UE team leadership, and acute communication with all members of the project team. Your past experience with activities and deliverables associated with user centered design allows you to add value to consumer, transactional and corporate web initiatives.

Conducting user, stakeholder and competitive research will drive personas and scenarios that will result in conceptual concepts, annotated wireframes, interactive models, prototypes and functional specifications.

You will be exposed to web 2.0 paradigms and methodologies that will transform linear UE thinking into a multidimensional experience.

Responsibilities

- Plan, coordinate and conduct user research, contextual and ethnographic studies, participatory design and usability testing
- Conceptualize and design user interfaces and information architecture using participatory design
- Produce personas, scenarios, process flows, annotated wireframes, design prototypes, and functional design specifications for complex transactional web applications and portals
- Produce scalable taxonomies and metadata tagging for enterprise content management systems
- Effectively aggregate and communicate research findings, conceptual ideas, detailed design, and design rationale both verbally and visually
- Shepherd the design process, drive decisions, track issues, and assist in estimating resource needs and schedules
- Conduct usability testing and incorporate recommendations into the design
- Work closely with development teams to QA development and implementation
- Participate as a contributor to an interdisciplinary team that includes other user experience designers, project managers, business strategists, and technical leadership

Required Experience

- At least five years of user interface design experience
- Strong knowledge of user interface design processes and methodology, particularly as applied to web-based applications
- Excellent communication and organization skills - must be able to function as a thought leader as well as an individual contributor
- Proficiency with design and prototyping tools such as Visio, InDesign, and Dreamweaver
- Knowledge of capabilities and limitations of web technologies such as CMS, HTML, JavaScript, Flash, and CSS

Strongly Desired Experience:

- Masters degree in Human-Computer Interaction or a related design or behavioral science discipline
- Experience with web 2.0 and rich internet concepts and delivery methodologies
- Read professional publications to keep current on new creative techniques.

Required Qualifications:

- 3-5 years experience in both traditional and interactive
- Advanced PowerPoint
- Basic Flash Development
- Entry Level to Intermediate Action Scripting
- Adobe Acrobat Professional
- Adobe InDesign

7. IT Help Desk/Basic (non-exempt)

Company	XXX
Job Skills	WEB Site SUPPORT
Job Type	Either W2 or 1099
Job Duration	Temporary
Travel	none required
C	Will Accept Contractors
Job Requirements	Role Description: Provide help desk SUPPORT of electronic claims transmission. Tracking claims and reports for providers and assisting with issues. Also responsible for supporting external users on the WEB site as well as WEB site functionality.

8. Java Developer (non-exempt)

Description:

The client is looking for highly skilled JAVA developers to work on enterprise and web applications, and infrastructure. With the client, you will have the opportunity to work at one of the nation's top five online retail companies. You will work closely with a dynamic team of developers who all share a common goal: building highly reliable systems that can handle huge loads without breaking a sweat. The client offers competitive compensation and a full benefits package. Travel required: none.

Required skills and Experience:

- Candidates should have 5 years or more professional development experience
- Should have at least a Bachelors degree in Computer Science.
- The ideal candidate definitely has strong JAVA SE skills, preferably through release 1.5. Solid SQL ability.

And may possess many of the following:

- Proficiency in Object Oriented design and programming.
- Experience with Object Relational Mapping (ORM), especially Hibernate.
- Experience using web presentation technologies such as JSP, JSF, Ajax, Jaxon, Velocity, or FreeMarker.
- Use of web container technologies, especially Tomcat.
- Proficiency with IDE-based development, especially in Eclipse.
- Proficiency building unit tests, especially using JUnit.
- Proficiency with Ant, and SVN or CVS.
- XML and related technologies such as XSD, JAXB, XSLT, etc.
- Experience with large databases and systems.
- Other abilities the client prefers are:
 - Experience building web services, especially using the REST style.
 - Programming in C and C++.
 - Team lead experience.
 - Development on Linux.
 - JavaEE related experience such as EJB, Spring, etc.

*No sponsorship is available.

9. Search Engine Optimizer (non-exempt)

Job Description

Part-time position

As an expert in online marketing, you will assist with the creation, management and monitoring of strategies to grow our global search campaigns and increase lead creation. You will support us with the integration of in-house and outsourced PPC campaigns.

The main areas of focus will be:

1. Search Engine Optimization - Develop strategies to improve our organic search positioning across all major search engines
2. Pay Per Click Campaigns - develop and implement strategies to improve our PPC campaigns.
3. Integration and Liaison - Liaise with the external marketing company that currently manages our PPC campaigns.
4. Reporting and Evaluation - set up and collate reports to allow us to better monitor the performance of our search campaigns.
5. Research and ROI - create and implement research to determine which campaigns/approaches are giving us the best return on investment (eg. split testing etc.)

It is important you have a passion for online technologies, and be confident in the implementation of web 2.0 philosophies.

This position offers flexibility with regard to the hours of work and we are looking for someone who can commence immediately.

Skills & Achievements

None Stated

Section V, Research Positions (exempt & non-exempt)

1. Senior Statistician/Data Mining Analyst (exempt)

Position: Senior Statistician / Data Mining Analyst

Our company contacts millions of consumers a month and is accumulating vast quantities of rich interaction response data. In this position, you will be part of an analytics team tasked with mining this store of heterogeneous consumer interaction data, creating predictive models, and designing and building a data warehouse in support of same. This position will interact with the company's Product Management, Engineering, Professional Services, Operations, Sales, and other groups.

The successful candidate will design experiments, conduct data mining analyses, build predictive models, and assist in the development of a real-time production scoring capability. Experience in prototyping and implementation of the latest data mining/machine learning algorithms as well as strong database programming skills are a must.

Responsibilities:

- Develop, prototype, and enhance data mining and predictive modeling algorithms.
- Implement and maintain code to support data mining and predictive modeling efforts.
- Implement and maintain code for transforming raw transaction data into household/customer level representations (ETL).
- Assist in the creation of infrastructure for efficient transfer off-line models to real-time scoring systems.
- Monitor live production applications for quality, effectiveness, and improvement.

Required:

- Advanced degree (PhD preferred) in quantitative field (i.e., Statistics, Engineering, Computer Science, etc.).
- Strong scientific programming skills in an object-oriented language (Java experience a plus).
- Strong experience in statistics packages (e.g. Matlab, R, S-Plus, SAS).
- Strong SQL skills, preferably Oracle.
- 2-4 years of relevant work experience.
- The ability to take initiative and work autonomously while at the same time contributing to team objectives.
- Strong written and verbal communication skills.

Preferred:

- Experience working with massive data sets
- Familiarity with Java
- Experience with Design of Experiments

2. Applied Researcher (non-exempt)

Position: Applied Researcher

Join the team of researchers responsible for key innovations behind Microsoft's anti-spam and anti-phishing technologies as we drive to make the Internet safer by developing innovative solutions to Windows Live's Internet safety challenges.

Our mission is to:

- Create innovative technical solutions for Internet Safety problems through applied research
- Provide thought leadership and advanced prototypes for existing and emerging safety problems
- Balance and long-term thinking with quick and flexible response

We are looking for a strong applied researcher to drive innovation by: identifying and attacking open ended safety problems; proactively seeking out the resources, data, people, and knowledge needed to scope and understand the relevant issues; creating practical solutions through analysis / prototyping / modeling along with clear and careful evaluation of their solution; and effectively communicating the results of the evaluations to the product dev teams to directly influence future products -

Our team encourages (but does not require) research publication in peer-reviewed settings to help demonstrate our thought leadership externally. However, our main focus is on developing solutions to Internet Safety problems that impact hundreds of millions of people every day and work under the demanding constraints that our Internet-sized-services place on them. If you have a passion for helping people and solving practical problems coupled with strong technical and communication skill, then this may be the right place for you.

An ideal candidate will have a PhD in a relevant field (ABD, M.S. or equivalent experience accepted) and will also have a strong desire to get their ideas into products and see their innovations help millions of people be safer every day. Background in safety or security, machine learning or data analysis, image filtering, reputation systems, internet applications all desired. Skill with C++, C#, and SQL (or demonstrated strong implementation skills with related technologies) required.

3. Data Mining Analyst (non-exempt)

Our mission is to:

- Create innovative technical solutions for Internet Safety problems through applied research
- Provide thought leadership and advanced prototypes for existing and emerging safety problems
- Balance and long-term thinking with quick and flexible response

We are looking for a strong applied researcher to drive innovation by: identifying and attacking open ended safety problems; proactively seeking out the resources, data, people, and knowledge needed to scope and understand the relevant issues; creating practical solutions through analysis / prototyping / modeling along with clear and careful evaluation of their solution; and effectively communicating the results of the evaluations to the product dev teams to directly influence future products

Our team encourages (but does not require) research publication in peer-reviewed settings to help demonstrate our thought leadership externally. However, our main focus is on developing solutions to Internet Safety problems that impact hundreds of millions of people every day and work under the demanding constraints that our Internet-sized-services place on them. If you have a passion for helping people and solving practical problems coupled with strong technical and communication skill, then this may be the right place for you.

An ideal candidate will have a PhD in a relevant field (ABD, M.S. or equivalent experience accepted) and will also have a strong desire to get their ideas into products and see their innovations help millions of people be safer every day. Background in safety or security, machine learning or data analysis, image filtering, reputation systems, internet applications all desired. Skill with C++, C#, and SQL (or demonstrated strong implementation skills with related technologies) required.

4. Research Statistician – Data Mining Applications Development (exempt)

Description: As a member of the XXX Miner Development team, you will develop state-of-the-art algorithms to solve problems in text and data mining.

Your primary responsibility will be to develop algorithms to analyze tone and sentiment in textual documents, and to develop learning techniques to perform Boolean rule induction for textual categorization. In this role, you will collaborate with applications developers, senior statistical researchers, product marketing, systems engineers, and technical support personnel; and work with testing and documentation staff to develop test plans and contribute to product documentation. You will also research data mining applications; plan and develop implementations; and author papers and presentations on your work.

Qualifications Essential:

- Ph.D. degree in statistics, computational linguistics, computer science, or a related quantitative field

Equivalent Essential:

- Master's degree in statistics, computational linguistics, computer science or a related quantitative field
- 2 years of experience developing statistical algorithms

Additional:

- Excellent interpersonal and problem-solving skills
- Excellent written and verbal communication skills
- Ability to work independently, as well as with a team
- Knowledge of predictive modeling methods and applications

Preferences:

- 3 years of experience developing statistical algorithms
- 2 years of experience programming in C
- Experience with SQL programming in relational database environments
- Experience with SAS platform technologies, such as Stored Process Development

Additional Information:

The level of this position will be determined based upon the applicant's education, skills and experience.

5. Data Mining Developer (non-exempt)

The Data Services team is responsible for data architecture, data infrastructure and operations for all MySpace.com data systems. The data mining developer will be a member of the Data Mining team. The candidate will be part of a team responsible for gathering and developing requirements for large scale distributed data mining systems. The candidate will work closely with the data mining architects and engineers to support XXX features, working closely with application developers and product management. Responsibilities will also include data location, preparation of data and establishing scalable persistent pipelines from data-warehouses/data-marts or other sources to feed data mining with fresh data as needed, building fully automated ETL process

Required Skills:

- Minimum 3 years experience in the design and development of data systems and services focusing on scalability and high performance with large scale data, retrieval, extraction and automation
- Experience with SQL development in a transactional environment, expert in TSQL
- Working knowledge of Microsoft SQL Server 2000 or 2005
- Experience with SSIS, SSAS, SSRS, Service Broker is desirable
- Working skills in C# or VB.NET preferred
- Strong analytical and problem-solving skills
- Strong verbal and written communication skills

The candidate needs to work well in a high pressure team environment with a strong focus on Agile development processes. The candidate should be able to handle operational responsibilities with respect to the data systems' the candidate works on.

7. Data Mining Lead (non-exempt)

Performance and Commitment. We demand both in our partners, our networks and most importantly, ourselves. This approach guides us in producing results for our clients and shareholders alike.

Are you prepared to lead the data mining efforts for ValueClick [Nasdaq: VCLK)? If so, read on. XXX's data mining team supercharges the company's optimization, experimentation and targeting products. XXX's data-driven technology automatically balances the needs of advertisers to identify relevant customers across the Internet, while simultaneously enabling online publishers to increase the monetization of their content.

To maintain our leadership position in the performance-based marketing industry, XXX's Targeting and Optimization team **seeks a talented and passionate Data Mining Lead to drive the future developments of our ad server optimization, experimentation and targeting technology.**

This highly visible role impacts a large portion of XXX's overall revenue. Moreover, this role will only grow in importance as the demand for performance-based marketing continues to increase.

XXX network of publisher web sites offers online marketers the ability to reach over 75% of all Internet users. The size of this audience, combined with advanced targeting and optimization capabilities, enables advertisers to achieve impressive performance from their online marketing campaigns. XXX also provides online publishers with feature-rich tools to maximize both their monetization and audience experience for their site.

Key to our success is attracting top talent, like you. If you enjoy turning data into profits, we're looking for people like you.

7. Internet Researcher (non-exempt)

Job Description

Are you:

~A PARENT LOOKING FOR A PT JOB WHILE THE KIDS ARE AT SCHOOL? A RETIREE LOOKING FOR A PT JOB W/ NO NIGHTS OR WEEKENDS? A LOCAL STUDENT LOOKING FOR A PT JOB THAT WILL LOOK GOOD ON YOUR RESUME AND WORK AROUND YOUR CLASSES?

If you answered yes to any of the above.....We have the job for you!

XXX is looking for part time employees to work 20-30 hours a week in our office . You will be searching assigned web sites for construction project news and gathering it to be published in our twice weekly trade journal. The hours are great and the pay is \$7.15/hr. If you meet the requirements listed, send me a resume to be considered for immediate openings!

The requirements for the position are:

- Strong computer skills especially Internet, MS Excel and database programs
- Previous office experience a plus
- Excellent organizational skills
- Minimum of 20 hours per week-Maximum of 35 hours per week
- Must be available to work those hours anytime between 8AM and 5PM M-F
- Preferably available year round (during school breaks)

8. Corporate Internet Researcher (non-exempt)

Job Title:	Corporate Internet Researcher		
Environment:	Business	VISA Sponsorship:	no
Job Type:	Full Time	Travel:	0
Pay Range:	10.00 - 12.00 Per Hour	Number of Openings:	1
Relocation:	No	Location:	Indianapolis, IN

Opportunity:

Summary of Responsibilities:

The Internet Researcher will be responsible for sourcing potential candidates on the Internet using job description data, lead generation tools and deep web research.

Candidates will be provided to the recruiting team for process utilizing XXX methodologies. Provide business intelligence information on candidates within XXX practice groups. Support and implement project plans for Internet research. Identify and accept the problems and appropriate responsibilities related to XXX, clients and team members. Develops and implements solutions to the problems.

Process Skills:

A.Utilizes XXX methodologies to source candidates on the Internet

1. Create Internet strategies and target career sites to identify candidates
2. Creates/places job postings on targeted career sites
3. Manages incoming resumes from postings and respond accordingly
4. Utilize Boolean Logic to market positions to candidates

B. Utilizes DSS methodologies to provide business intelligence information

1. Develop industry research strategies
2. Identify key resources
3. Collect candidate/industry data
4. Documents/Disseminates information

C. Participates in regularly scheduled meetings with research team members to discuss business intelligence/internet recruiting needs; develops and implements appropriate action plans.

D.Participates in regularly scheduled meetings with Manager of Recruiting to discuss individual results to goal; develops and implements appropriate action plans.

- E. Participates in regularly scheduled meetings with recruiting staffing teams to discuss business intelligence/internet recruiting needs; develops and implements appropriate action plans.

Communication/Interpersonal Skills:

- A. Willingly collaborates and cooperates with team members to develop effective working relationships.
- B. Presents a positive, professional image; builds trust and uses personal power effectively to gain commitment of others to meet objectives.
- C. Demonstrates appropriate interpersonal styles and methods in guiding groups or individuals toward task accomplishment.
- D. Provides regular effective feedback to candidates and team members to ensure continuous improvement and sharing of knowledge.
- E. Composes letters and utilizes email effectively to present pre-qualified Candidates to Recruiters for assessment.

Customer Service Skills:

- A. Demonstrates knowledge and proficiency in consulting and delivering DSS research services to candidates and team members.
- B. Demonstrates sensitivity and responsiveness to the needs and priorities of candidates and team members. Identifies and takes appropriate action in solving those needs.
- C. Recommends, supports and leads in the facilitation and resolution of candidate and/or team problems and conflict management.

Organizational Behavior Skills:

- A. Demonstrates business integrity, openness of mind, caring and respect for candidates and team members.
- B. Demonstrates flexibility in behavior; shows self-confidence.
- C. Takes responsible risks without fear of reprisal.
- D. Serves as a role model by consistently exhibiting DSS values, supporting and working toward the desired state and expecting the same of others.

Required Skills:

Minimum - 1 year of corporate intelligence experience and 3-4 years of research/librarian experience. Good written and verbal communication skills, strong computer skills including Microsoft Office, Excel, Netscape, Explorer,

Outlook, and knowledge of Internet recruiting and search engine skills required.

Benefits: Health Insurance, Life Insurance, Dental Insurance, Disability Insurance, Paid Vacation, Paid Sick Leave, 401(k), Profit Sharing, Bonus Plan, Tuition Reimbursement, Paid Training, Flex Time, Entry Level

9. Internet Researcher (non-exempt)

Description: The Internet Researcher is responsible for providing outstanding customer service to clients and customers (internal and external). The Internet Researcher's primary responsibility is the timely and accurate research of internet sites to capture information for all accounts and record & input information gathered from various sites. This position will ensure compliance with client's program specifications and ACB policies and procedures. Specific duties may be dependent on the client(s) they support. This person must effectively manage their time and workload to ensure all service levels are maintained.

Duties: ESSENTIAL RESPONSIBILITIES

- Research internet sites to capture information.
- Compose professional and thorough communications regarding research for internal and external customers.
- Proactively communicate with Account Specialist and Supervisor if they are unable to meet the contractual turnaround time.
- Maintain all client program information and resources (i.e. specification sheets, account binders, ad slicks).
- Participate in creating and maintaining a high quality work environment so team members are motivated to perform at their highest level and to continue working for the company.

Qualifications: Technical Knowledge:

- Very Strong PC knowledge, including Microsoft Office products; Outlook, Word, and Excel.
- Extensive research experience using Internet Explorer and Netscape Navigator.
- General mathematical, spelling and grammar skills as demonstrated by successful completion of pre-employment tests.
- Work Experience:
 - A minimum of one year work experience is desired
 - Previous experience in a customer service or clerical production environment is preferred.
 - Strong organizational and time management skills are needed to manage multiple tasks/priorities.

Human Relations Skills:

- Ability to communicate effectively with a variety of audiences verbally and in writing

10. Project Coordinator/Internet Research (non-exempt)

Job Description:

Put your energy and focus to work in the industry rated by Fortune 500 magazine as one of the best careers and most profitable businesses in the world. XXX is seeking a Project Coordinator / Internet Researcher to work as part of a team with Account Executives in identifying, qualifying and recruiting talented candidates that meet the needs of our client companies. This is a rare opportunity to have a positive impact on people every single day.

XXX offers medical and dental insurance, paid vacation, training, a business casual working atmosphere, and aggressive compensation plans that allow you to earn a lot of money while you learn the Executive Recruiting business with its unlimited earning potential.

Responsibilities:

- Work with Account Executives to identify and qualify candidates
- Source passive candidates through networking, cold calling and internet research
- Source active candidates through managing postings and searching job boards
- Communicate directly with candidates as necessary, depending on the level of search, to screen and arrange interviews.

Section VI, Community Management (exempt)

1. Community Manager

Description:

We are building a network of social media web sites and are looking for a Community Manager to help manage the sites and provide user support. You'll be a key part of a growing and dynamic team, building an exciting new business for a successful media company. You should have a passion for web technologies and social media, have a strong customer focus, and enjoy working both independently and within a fast-paced team environment.

What the job requires:

- Respond to support requests and effectively communicate with users
- Proactively monitor site activity to prevent spam and use editorial tools to improve content quality
- Moderate and participate in community discussions as needed
- Represent voice of the user community to the rest of the team, reporting on user trends, and evaluating and recommending new site features or improvements
- Troubleshoot problems in real-time, implement solutions and report bugs
- Become involved in related community management activities and outreach as the business grows

What we require:

- College degree (BA/BS) desired
- Excellent verbal and written skills, along with customer service orientation
- Experience in a customer service or community moderation role
- Experience working on a social media or social networking website a plus
- Self motivation and ability to work independently (Must have proof points of being a self starter)
- Understanding of RSS and proficiency with web tools
- Ability to troubleshoot problems and investigate and implement solutions
- Personal passion for web technologies, online news and social media
- Ability to work well under multiple, time sensitive situations
- Willingness to work a flexible schedule, including limited evening or weekend hours

2. Community Forum Manager

Description: We are seeking an online community manager to oversee the development of and manage a community forum for a large B2B technology company in Sunnyvale.

After the site is launched, this person will be responsible for the management and maintenance of the site and the community. This is a full time position, on site in Sunnyvale.

This is a full time position with Webb Design, but the person will be based on site at our client, a large Silicon Valley B2B hi tech company.

Responsibilities

- Develop requirements for the new online community
- Lead the development and oversee the design, production, and integration of the community with the corporate site
- Coordinate the development and delivery of content for the community site
- Monitor and maintain the site on a daily basis including online forums
- Support community member involvement
- Notify appropriate staff about online discussions or inquiries that should receive a response from the organization.
- Provide ongoing support to customers, clients or members using the organization web site.
- Track and report on site activity
- Maintain network and data security including controlling user access, monitoring performance, data backups, Internet firewall configuration and virus and worm prevention and elimination.

3. Membership Coordinator/Web Metrics Analyst

Job Description

Membership Coordinator/Web Metrics Analyst

Department: Business Development

Schedule: Full Time (Benefited)

DUTIES:

Coordinates and supports membership services. Coordinates and implements multiple aspects of the XXX consumer portal and membership program; assists with the recruitment, retention, and marketing of members.

The position is responsible for communicating with members of the online XXX, including clerical activity; phone ,U.S. mailings , distribution emails, member questions, maintenance of database of members. Coordinates membership management and tracking programs and data entry. Facilitates membership database report production.

Works closely with marketing / communications Business Development team members. Assists with member interactions and physician referral call center. Collaborates on the development of membership collateral. Works closely with the other e-business team members to integrate and leverage web design, new media, content and web application projects.

EXPERIENCE:

- One to two years of membership, recruitment/ retention responsibilities or related experience.
- Excellent customer service and service recovery skills, persuasive telephone presence, adaptability to priority changes on short notice, demonstrate the ability to work in a team environment, and be flexible.
- Experience creating and assisting with the interpretation of web based reports. Proficient with MicroSoft Office Software, Internet Explorer, working knowledge of web metrics/analytics software, communication processes, project management, change management, must be highly detail oriented. Working knowledge of web 2.0 technologies, search engine optimization, email marketing tactics. Experience related to CRM and the call center setting preferred.

ADDITIONAL INFORMATION:

- Bachelor's degree marketing, business, informatics or related field or relative working experience.
- Team-oriented professional with ability to function effectively within a collaborative inter- departmental environment.
- Very organized, detail-obsessed (seriously).

- Exceptionally strong, project management skills that ensure adherence to dynamic priorities, fluid and competitive schedules.
- Strong customer service orientation with 'can-do' attitude.
- Ability to handle multiple complex, high priority projects with short timeframes, to meet deadlines and to deliver promised services in a timely manner.

4. Manager –Online Customer Support & Communities

Primary Responsibilities:

Lead a team of self-help and community specialists to deliver on XXX online support strategy.

Responsibilities of the team include:

1) Communities:

- Provides input into the end-to-end community experience: Drive the customer experience requirements for all Intuit communities (online and in-product), providing roadmaps, guidance and consulting with internal and external partners as required.
- Community Management & Moderation: Seed the communities with content that will assist users:
- Answer select user questions and engage customers with help & solutions (if others don't within 48 hours)
- Moderate the community: Review posts & enforce the community/legal policy by editing/deleting posts in violation. Facilitate the forum experience by redirecting posts to the proper forum (promoting forum taxonomy). Maintain consistency in quality, tone and timing across forums.
- Nurture Power-Posters: Identify and develop key experts, ProAdvisors, and AllStars. Recruit, nurture, & reward key members of the community
- Train & Evangelize: Train and provide guidance for Agents or other Intuit employees involved in our communities
- Report: Provide timely and accurate monitoring and reporting of performance measures (e.g. posts, visits, answer rates, effectiveness, etc.).

2) Online Articles/FAQs:

- Localize & Update: Localize key articles developed within U.S. businesses and update current articles for new product launches
- Create:
- Develop new Articles based on unique Canada/UK requirements or based on in-season

learning's (e.g. # of calls on issues)

- Drive distributed content creation: Leverage Intuit employee and partner insights in the creation of articles (e.g. nurture an agent-authoring process in the creation of new content)
Article Effectiveness: Drive key 'Answer related' priorities and metrics on the team, such as:
 - Resolution rates
 - Quality of the answers
 - Find-ability of an answer

3) Support Site Content & New Media:

- Learn: Learn and develop domain knowledge in social media and web 2.0 technologies, to understand how Intuit Canada/UK can leverage these new technologies and thinking.
- Maintain Support Site: Update and maintain support-site content/media.
- Drive Experience requirements: Working with the web-experience and web-tech teams, drive supportability requirements (the "What" on our sites)
- New media/mediums: Investigate and create new online support media and resources (e.g. wikis, flash demos, captivate videos, templates podcasts, etc.)
- Search Optimization: Working with internal partners optimize our search tools (e.g. Baynote) to improve the find-ability of answers.

Other management responsibilities include:

- Excels at promoting and nurturing good customer relations (both internal and external) through coaching individuals and handling escalated situations
- Plans, directs, and evaluates work flow for team members. Ensures staff have appropriate resources to consistently address customer issues.
- Responsible for all aspects of performance management including, staffing decisions, goal setting, development planning, performance evaluations, performance improvement, motivation and recognition. Influences compensation and promotion decisions.
- Evaluates team and department level data and trends to drive improvements. Provides suggestions that impact business processes and balances needs of all stakeholders.
- Helps their team identify, and if needed, remove

obstacles, then frames and escalates issues if they cannot be resolved quickly.

Qualifications:

- Strong knowledge of web technologies and online support/community practices.
- Expertise in utilizing key metrics to evaluate and recommend best practices for online support & communities.
- Experience being accountable for business impact of operations. Strong understanding of business implications resulting from process performance.
- Ability to build and motivate a team, set direction.
- Experience hiring, mentoring professionals, performance management, and career planning.
- Excellent people skills to interact with external and internal stakeholders. Ability to communicate effectively across levels from individual contributor to senior executive.
- Demonstrated ability to partner and collaborate across organizations and drive wide-reaching projects with big outcomes.
- Internally motivated, self-starter with ability to plan, organize and establish priorities to meet goals and achieve results.
- Must work well under pressure, handling multiple tasks. Handles conflict well.
- Confidence and ability to lead change



5. Community Manager

Job Description

XXX is looking for an experienced Community Manager to continue our growth.

ESSENTIAL FUNCTIONS

- Serve as Super-Administrator and point of contact for community leaders on the Advice forum.
- Help maintain and enforce user guidelines.
- Recruit new community leaders.
- Serve as power user and business owner of our community management system.
- Troubleshoot issues that arise out of the forums.

QUALIFICATIONS

- Successful track record of participating in and managing bulletin board communities.
- Spectacular interpersonal and communication skills.
- Technical savvy, such as light coding and knowledge of how bulletin board software works.
- Enthusiasm for helping people address their relationship issues.-
Extremely organized.

6. Community Support Manager

Position Description

XXX is looking for a smart, self-motivated Community Support Manager to help us monitor and edit our community-driven content areas as well as provide e-mail support to our dedicated users. We want to work with great people who are able to follow directions while working independently and are able to keep up with our fast-paced environment.

Responsibilities include:

- Significant component of consumer-facing, front-line work such as: Monitor incoming user-generated content in forums as well as member-to-member private messaging, compliments, and our traveler articles
- Provide e-mail support to our community of users
- Deal with and resolve escalations of problematic user and policy concerns Leadership of forums and member-to-member policy, identifying when policies might need to flex or change and proposing recommended changes as appropriate
- Define tools requirements and work with engineering and/or product managers to achieve tools improvements on both functionality and reporting/tracking capabilities
- Troubleshoot technical problems and prioritize and escalate bug reports to engineering team
- Lead, coach and manage a growing team of both senior and entry-level moderators; this includes hiring, scheduling, coaching and mentoring the team both directly and indirectly
- Monitor consumer feedback and product performance

Requirements:

- College degree
- 3-5 years of experience supporting an online community, ideally with specific forums or member-to-member experience
- At least 1 year of consumer-facing customer service experience, ideally in an unscripted "think on your feet" environment
- Experience training and managing an off-site team
Ability to work independently, anticipate problems and devise creative solutions
- Excellent people skills and the ability to resolve user issues diplomatically
Ability to approach problematic situations with both common sense and a thick skin
- Affinity for learning new software applications quickly and ability to communicate needs effectively and work collaboratively with engineering team

- Participation in a forum, usenet, wiki, or social network -- you must understand what drives members to stay active in an online community
- Excellent writing skills and ability to exercise editorial judgment
- Knowledge of geography, popular tourist destinations and attractions
Familiarity with social networks and web 2.0 trends
- Talent and passion for great customer service (previous consumer-facing customer service experience necessary)

7. Online Community Manager

Responsibilities:

- Shepherd inbound and outbound communication on policy, business, and technical matters in the Developer Forum, in a rigorous, consistent, articulate, timely fashion - coordinating with marketing, technical support, product planning, and other departments as needed
- Evangelize XXX at Developer Garages and other public events
- Proactively update Platform RSS status feed with critical information for developers
- Champion product suggestions, policy issues, and bug fixes by escalating internally for fast resolution
- Be the voice of developers in internal discussions with the product team and others in Facebook
- Ensure the multiple channels of communication with developers are reconciled and consistent
- Own internal reporting of activities on the Developer Forum

Requirements:

- BA degree
- 2+ years experience in communications (online forums preferred)
- Known in Internet community as knowledgeable guru (preferred)
- Passionate about XXX Platform
- Ability to react to online discussions with grace, good judgment, clarity, and speed
- Motivated to educate and share knowledge

8. Community Moderation Manager

Community Moderation Manager

The Community Moderation Manager will play a key role in XXX's evolving social media strategy. Primary goals include: providing the high quality experience our users expect when participating on our site; assist in growing user participation and user engagement; and maintain the quality and utility of the site.

Responsibilities include:

- Insure that user activity complies with our Terms of Use, Terms of Conduct and Privacy Policies.
- Process reports from our user base of items suspected of violating our standards.
- Identify items requiring escalation and presenting them to the Director of User participation for assessment.
- Develop trending analysis regarding user behavior and make suggestions for improving the user experience
- Review all Contact Us submissions from our user base; determine the issues behind the contact and follow-up.
- Assist in maintaining a high quality bar for user participation adding value for both the active participant and the casual user.
- Assist in growing user participation, increasing engagement and improving the quality and utility of user-generated content on the site.

Qualifications:

- 3+ years of online community management.
- Current participation in social media and social networks.
- An understanding of current Internet standards regarding acceptable online behavior.
- A knowledge of CAN-SPAM commercial solicitation.
- Experience in resolving disputes in an online forum venue.
- An enthusiasm for online communities and an understanding of moderation techniques.
- A broad knowledge of business related topics.
- A high level of energy and a drive for quality participation.
- High degree of personal integrity.

- Excellent communication, leadership, organizational and interpersonal skills.

9. Community Manager

XXX is looking for a full-time or part-time community manager to help develop, grow and maintain the sustainability community.

Responsibilities

- Actively moderate member forum posts, providing guidance and support when necessary
- Stimulate member participation with original daily blog and message board posts
- Create and coordinate the creation of documentation and tutorials that help members get the most out of the XXX platform
- Identify and develop relationships with key community members in order to encourage their further involvement and reward them for their participation
- Mine member-submitted content for valuable feedback and suggestions, relay that information to the XXX team via regular updates
- Encourage organic growth in community membership

Experience

- Experience working in the area of sustainability, ideally in a corporate setting.
- Solid track record of participating in and moderating online communities (preferably technology-oriented), mailing lists/or message boards
- Customer service and B-to-B experience preferred
- Passion and understanding of the social media space, online communities, mailing lists and/or message boards

Skills

Excellent communication and writing skills
Outgoing (online at least) personality
Working knowledge of HTML a plus
Detail oriented...a stickler for grammar and punctuation.

10. Community Manager- Web and Mobile Apps

community outreach, public relations, blogging, writing

Description:

We're looking for a Community Manager to drive the implementation and management of our community programs and support offerings. The ideal candidate will understand the dynamics of online communities, Web 2.0 and viral marketing, and how to drive user adoption and build engagement.

Responsibilities

- Serve as the primary point of contact for XXX communities. Engage with the community forums, wikis, and outreach channels to drive user adoption, engage the community, and solve customer problems.
- Drive initiatives that use community, social networking, and other technologies to increase community participation.
- Develop and post interactive content that encourages participation and the development of member-generated content to ensure that the community is achieving its objectives.
- Own the day-to-day operational aspects of creating and managing community content using our Content Management System
- Lead the day-to-day operations of the community forums.
- Monitor and moderate community participation. Develop tracking metrics to ensure that we're on point.

Qualifications

- At least 2 years experience in building and engaging online communities, ideally for a Web 2.0 application with a strong community focus.
- Demonstrated passion for social networking.
- Experience with creating and using wikis, blogs, podcasts, web seminars, surveys, etc.
- Experience moderating or facilitating online forums.
- Experience in customer care.
- Excellent written, verbal, and interpersonal skills.
- The ability to work in a fast-paced nimble start-up environment.
- Bachelor's degree is required; MBA is a plus.

11. Community Manager

A talent combining Community-Manager, Online-Gamer, and Author wanted! An unusual personal search for an unusual job!

Responsibilities

- Taking care of the XXX Online-Community
- Conception and execution of campaigns and events in the virtual world
- Design and organization of customer relationship management
- Analyze and report data on community behavior
- Specification of the requirements of the tools of a daily community management
- Targeted posting of lifestyle-themes as well as fancy and funny interaction messages
- Responsible for creation of ongoing community formats, issuing of a fanzine, author of a blog accompanying the community
- Co-worker at all PR- and communication activities
- Heading a team of community administrators

In short: at XXX you can make a difference. If this sounds interesting to you and you think you are the one for this challenge, we are pleased to receive your application and please be sure to add the earliest possible start date.

Qualifications

- Enthusiasm for the world of XXX
- Outstanding social competence and passion for communication
- Joy in organizing of events, festivals and competitions
- Excellent knowledge of English, to form an international community.
- Broad experience in marketing of customer relations and knowledge of CRM systems
- Fancy, intelligent writings
- Good intuition for up-to-date topics and trends
- Deep understanding of online games of managing virtual communities
- Online-affinity or experience in CMS, blogs and chats resp.
- Solid records in PR and communication
- Team player, self-dependent and flexible

12. Senior Community Manager

In Fall 2008, XXX will release it's first and highly anticipated property, a massively multiplayer online virtual skating community.

Primary Responsibilities

- Oversees a website that features content relating to the MMOG and by extension the retail toy line, community-generated content, forum discussions, downloads, and other interactions with the community.
- Collaborates with Marketing, Design, and Production to ensure that community feedback is addressed.
- Helps develop community assets such as videos, podcasts, developer interviews, product updates, game tips and tricks.
- Maintains consistent presence and promotes user-friendly environment on community message boards.
- Works in collaboration with the Marketing, Quality Assurance and Customer Support teams to ensure a positive player experience.
- Helps conduct private and public tests to gather community feedback that will help improve final product quality.
- Communicates with fan sites and seeks out advocates within the game to empower the community to evangelize the brand.
- Drafts and distributes community reports including community reaction, metrics, and research.
- Assists with the company's involvement in trade shows, exhibitions, and other events.
- Collaborates with other community team members.
- Constantly evaluates workflow with respect to strategy of driving free players to become paid subscribers and keeping paid players coming back for more.
- Generates reports regarding the online community and customer reviews; analyzes the results.

Key Metrics

Demonstrates strategic thinking, focusing efforts on communications that generate the biggest bang for the buck in terms of:

- Leveraging the community for advocacy
- Converting the free players to paid subscribers
- Keeping paying players coming back for more.

Qualifications

- BS degree in Marketing, Communications, Public Relations or equivalent experience
- 3+ years community experience, social networking, and/or marketing experience required
- Proficiency with online community platforms, social networking sites, web 2.0 content creation and dissemination.
- Strong understanding of popular social networking trends.
- Knowledgeable on latest technologies and techniques used in building and maintaining successful gaming communities.
- Drive to innovate community practices and bring community management to the next level.
- Proven history of maintaining and developing an online community.
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a team environment.
- Ability to take initiative, think strategically, speak up, ask questions, and have fun.
- Proficiency in Excel a plus.
- Love of skateboarding a plus!

13. Community Strategist

Call it whatever you'd like – Community Evangelist, Social Media Strategist, even Chief if it suits you. We prefer to focus on YOU rather than what your business card might say. So, who might you be?

You've achieved much success throughout your career and have gained a reputation that lies somewhere between King Midas and Joan of Arc. Fully clothed, of course, but fearless in leading new charges in the pursuit of revolution.

Most of which you've touched has turned to gold, and those things that didn't are seen as valuable learning experiences. You've long moved away from 'the world according to me' way of thinking, as you've learned that success can never be achieved by the power of one. You have the unique ability to lead, teach, inspire and share, and people flock to you because...well, they like you. The games have been played, and you've probably won most of them along the way. Today, though, you realize that the only game that really matters is the game of life – and the gratification that comes from knowing you are achieving your very best. But make no mistake about it – you haven't lost that competitive spirit that makes you want to win. It just feels good.

You've climbed the ladder of success only to realize that the top rung wasn't really what you were after. With that wisdom, you're ready for your next career move, quietly but powerfully leading a company – if not the world - into a new era. You take gratification in knowing your crucial role without the need to stand atop a building and tell the world.

Because you know that the ones who really matter will notice when your work speaks volumes. Sure, a little stroke to the ego can't hurt any – but you don't depend on it for your livelihood.

After all, you are successful. You've proven it for many years. And when you talk, people listen. If this describes you, then we invite you to check out our career opportunity posting at:

General Description

The Community Strategist will develop and execute creative strategies to develop, nurture, and continue building upon a model online community for XXX. You will leverage the power of XXX's networks - re-establishing relationships and developing new - by creating an environment that promotes collaboration & learning among customers, partners, prospects and industry influencers.

Primary Responsibilities

This is a highly specialized position that requires an established footprint in the enterprise social media space with demonstrated influence among respected thought leaders.

- Leverage thought leadership to align established and otherwise influential networks with XXX. Continually expand penetration into social media circles to develop key relationships that works to position self (on behalf of XXX) as thought leader and go-to expert.
- Become an integral part of the community rather than an outsider, listening to conversations while teaching the community about XXX and its solution offerings in a non-invasive manner.
- Demonstrate superior knowledge and practice of social media tools and techniques through the vast array of emerging tools such as Twitter.
- Represent the 'voice' of XXX, both through active community participation that permeates all roles within the company, and through active participation in industry networks/discussions.
- Spearhead all aspects of community management including listening, communicating findings with stakeholders, reporting to senior management, generating fresh content and teaching the community about XXX and its solution offerings in a non-invasive manner
- Lead cross-functional teams by influence rather than authority to promote culture of adoption and employee participation throughout XXX.
- Continually advance the industry with new standards, metrics and best practices, and promote industry-wide adoption.
- Collaborate with product strategies to provide strategic direction on the continued development, jointly assessing the ongoing functionality and design of the community experience relative to industry advancements and customer expectations.

Requirements

- Bachelors Degree, MBA a plus
- 10+ years marketing or communications experience, with minimum 2 years directing online community initiatives
- Deep knowledge of the Internet and related technologies, with proven track record in social media including blogging, blogger relations, podcasting or other means of evangelizing on behalf of a large enterprise
- Successful track record in the development and growth of online communities for large enterprise
- Superior communication and writing skills, with ability to project style and personality without compromising professionalism
- Proactively opportunistic - stays on top of emerging technologies and develops new programs and strategies accordingly
- Proven leadership skills with ability to lead cross-functional teams in achieving a unified goal
- Extroverted, dynamic personality with knack for developing strategic relationships from both old and new contacts

14. Social Network Community Manager

Intrinsic to our strategy is the creation of a committed, robust and large-scale developer community. The Social Network Community Manager will be the primary player in that community, reporting directly to the CIO and with direct responsibility for the community's agenda, membership and health. Significant prior experience in the direct management of a social network is required, as is complete fluency in the tools of the trade, including blogging, podcasting, bounty management, Twitter, etc. If you've been in this role, you already understand what we're looking for: one of the few, with the passion, skills and commitment to manage what we believe will prove to be one of the most important developer networks on the web.

You've been there before. You have taken the reins of a community of enthusiastic, diverse users, and have built credibility as an advocate for that community.

You know the tools of the trade cold. You know that the community moves fast, and you stay on top of the issues 24/7. You are as passionate as the most passionate member, and you measure your success by the energy and health of the community. You are a compelling and elegant communicator who can bring out the issues, create consensus, and author cleanly and concisely. You can spot promising members of the community, draw them in, even hire them if that makes sense.

Above all, you are so comfortable operating in this world that you can draw all the threads together into ideas and initiatives that move the community, and our business, forward. If you'd like to get into what we believe will be one of the most important community efforts executed anywhere, with massive commercial potential, we'd like to talk to you.

15. Director of Online Strategy

RESPONSIBILITIES:

Reporting to the Executive Director, the Director of Online Strategy will be responsible for all aspects of online organizing and communication for this young, dynamic membership organization.

The Director will be a key member of the organization's leadership team, and will work with other department directors to support the needs of Membership, Advocacy, Development and Communications. S/he will plan and implement innovative email campaigns, research and track new trends in online technology, identify and capitalize on opportunities for strategic partnerships with other online properties, ensure effective messaging across all of the organization's web properties, and establish and manage relationships with web design vendors.

The Director will also manage one staff member, and take the lead on building the team to 3-4 staffers.

QUALIFICATIONS:

This position requires a Bachelor's degree and 3+ years of experience in online communications.

The ideal candidate will have demonstrated experience of utilizing the Internet for impactful messaging. S/he should also possess strong email and web copy, and basic HTML familiarity. S/he will also have experience with Constituent Relationship Management and Content Management System tools. Proficiency in Adobe Photoshop is preferred. Political savvy and experience with online campaign management a major plus.

16. Director of User Experience

XXX is on the hunt for a seasoned leader to drive the web-user experience to meet our client's business objectives. You will blend strategic business thinking with a superior knowledge of emerging technologies to construct all aspects of information architecture and interface design. You'll be called upon to be a futurist, a strategist, a usability guru, and an industry thought leader.

You'll need:

- Proven ability to champion a user-centric design process
- Strong leadership skills—is able to motivate and direct a team as well as be a strong individual contributor
- A seasoned presenter with a knack for written communication in public forums
- Experience in business analysis to include the development and adherence to business requirement documents
- Usability testing and facilitation skills
- Advanced knowledge of architecture software programs (e.g. Visio, Inspiration, Illustrator, etc.) and proficiency in MS Visio, Adobe Photoshop & Acrobat.
- Prototyping capabilities in HTML, CSS
- Experience with rich-media storyboarding and interaction design for Flash or AJAX-based applications
- User-research and testing methods including focus groups, usability testing and survey design
- A portfolio including functional designs and/or UI Specifications
- Minimum five years direct experience in information architecture and experience design required including knowledge of IA and design processes and methodology
- Minimum BA/BS degree in Library Science, Psychology, Human Factors, Fine Arts or related field. Advanced degree preferred.

17. Manager of Social Media Marketing

A Web 2.0 neighborhood social networking start up is seeking an expert at viral and word-of-mouth online marketing to lead the adoption and marketing of our applications on social networks.

You will be responsible for organizing online neighborhood leaders, engaging influential bloggers, developing social media campaigns and creating a sustainable viral effect.

Job Duties:

- Act as an advocate for community of end-users, including gathering input for future development
- Provide direct-to-users brand evangelism, publishing and maintaining the company's corporate blog
- Define, gather and organize campaign assets
- Gather requirements to work with the product team to develop widgets (in addition to XML and RSS feeds) that can be embedded onto blogs and profile pages
- Brand ambassador program development and management
- Blogger and online influencer outreach (including blogger, Wordpress, Six Apart, YouTube, Facebook, MySpace, Flickr, etc.)
- Manage campaign deliverables, measure and refine campaigns to achieve intended goals.
- Monitor community activity for terms of service violation as well as observing and reporting common behavior patterns

Qualifications:

- 2 years of internet experience in a internet or media-related company
- 2 years in a leadership role or moderating a real and/or online community
- Excellent conflict resolution skills
- Work with company management to develop conceptualize, design, and execute unique campaigns, contests, and promotions, etc.
- Must master online social networking, the blogosphere, search tools and general Web 2.0 (Myspace, Youtube, Wikipedia, Digg, Technorati, etc.)
- Strong understanding of digital PR
- Excellent writing and interpersonal communication skills
- Ability to multitask and self-manage in a fun, fast-paced, rapidly growing and creative environment
- Creative and innovative with high energy and enthusiasm for advanced social technologies
- Quick learner detail oriented and organized

- Proactive; being able to take direction and run with it

Technical proficiency requirements:

- HTML and HTML editors
- Photoshop
- Microsoft Office

18. Community Manager

We're looking to join forces with a person who has managed large blog communities, particularly where members depend on the host for revenue-generating activities. The Community Manager will work directly with our Chief Product Officer to drive strategic initiatives that cater to the blogging community. Our ideal candidate will play a critical role in the development of new relationships and will essentially be a 'champion' for the blogging community.

What you'll be doing for us:

- Evangelize within our online community and ensure our offerings inspire and help bloggers who want to change the face of media and advertising for the better
- Devise and execute a winning strategy to recruit key contributors to our platform
- Establish clear communication strategies (on and offline) to regularly engage our members
- Develop and nurture strong relationships with members of our community (our success depends fully on the strength of the community we're establishing)
- Participate with and stay connected to our users—knowing what they care about and encouraging them in their participation
- Build, manage and coordinate the efforts of a volunteer 'community' team
- Develop policies to guide positive growth and creativity in the community
- Advocate for users when policies break down
- Brainstorm initiatives to inspire, encourage and teach users at all levels to become stronger participants
- Contribute to and champion our company as a blogger
- Represent the user voice within product by translating need into functional requirements
- **What our ideal candidate's profile will most likely look like:**
 - Highly experienced – You have 6+ years overall experience in an external-facing role where successful projects in rich web content creation, community development, social media, and/or online marketing/advertising has been a driving force in your career
 - Possess relevant domain expertise – You have 1+ years experience in online content development, publishing/syndication, and/or advertising sales/network development experience where you were responsible for the monetization of content
 - Passionate about serving others – You're excited about the potential for the Web to improve connections and information sharing for highly motivated social entrepreneurs
 - You live online – You're incredibly plugged into to the Internet and technology, a student of Web 2.0 (blogging, social bookmarking, twitter, etc. are all things you are intimately familiar with and use)

- Charismatic – You have a flair for attracting and engaging, interacting, sharing, and learning from other people
- Strategic AND Tactical – You can easily see the big picture but you can still work the small details (e.g., you can leave a high-level strategic planning session to answer 30 emails from members of the community without skipping a beat)
- Great communicator – You're an effective evangelist and a highly-engaging writer
- Business savvy – Your decisions are driven by good business sense, and you have a natural inclination to think about ROI
- Education – You have a Bachelors Degree in a related field (MBA a plus)

Section VII, Content Management (exempt & non-exempt)

1. Content Architect (non-exempt) This position will support XXX's Content Management (CM) organization by managing the content taxonomies, and metadata models for enterprise content. The Content Architect also is involved with the creation of content workflow, usability of the CM system and other content–production related tasks. The Content Architect will develop vision documents for innovative solutions and strategic plans to develop the right content, for the right audience, at the right level and publish content just-in-time to meet customer requirements.

Responsibilities:

- Work with content team to develop tools and guidelines that enable successful implementation of the content model, promoting search and reuse of content in multiple contexts
- Develop standards for content assembly in multiple media that meet customer and business requirements
- Develop and Manage content taxonomy and metadata models for enterprise content management.
- Develop innovative solutions for continuous improvements in content planning, development, and publishing
- Build and maintain scalable content models.
- Coordinate metadata and content schema from Enterprise Content with other critical publication inputs and outputs, such as key internal/external websites, product catalogs and any dependent data repositories
- Work with content team to create and maintain content intake process for efficient and effective process flow
- Assure continuous alignment and mapping where necessary between ECM and other critical repository data elements and taxonomies
- Partner with Content Analyst to create and maintain content reuse strategy
- Participate in the design of information retrieval systems for all content consumers and content creators. Create and revise information architecture documents including but not limited to, site maps, concept diagrams, user profiles, user scenarios, schematics or wire-frames, content matrices, flow diagrams and functional requirements
- Consistently communicate development progress with Content Teams and other internal/external developers or business partners
- Assist Content Management leadership with content strategy development and implementation
- Build a solid knowledge base of XXX, including products, features, services, policies and procedures
- Establish and maintain communication with users and authorized submitter communities

2. Online Store Publishing Traffic Manager (exempt)

Job Description

Reporting to the Publishing Manager of XXX, this role will be responsible for managing the flow of merchandising, content and product data requests for the worldwide online XXX Stores.

You have an uncanny ability to keep tracks of tasks, assets, requests, and changes occurring in a demanding, fast-paced environment and will play an integral role in the online XXX success.

Will need to build strong relationships with a broad set of internal and external constituencies to proactively and effectively control the flow of work to all segment and geographical instances of the online store.

Deep exposure to a wide range of groups and functions within XXX will lead to a solid understanding of the fundamentals of the business and potentially position this role for growth within or outside of the XXX Store.

Specific responsibilities include:

- Working cross-functionally with the Merchandising, Demand Generation, Marcom, Product Marketing, Promotions, Telesales, Development and Operations teams to launch and maintain: XXX products, Merchandising and Demand Generation campaigns, Third-party product information and store functionality changes
- Managing content changes across the worldwide online stores, insuring simultaneous global, localized release of assigned projects
- Work with current and future ticket management systems to log, prioritize, assign and track store change requests
- Monitor site traffic patterns and financial results to optimize in-flight programs, launches, merchandising and campaigns
- Lead regular status meetings communicating scheduling and other workflow issues to business and functional teams involved with assigned projects
- Manage the worldwide store freeze calendar

3. Digital Media Editor (exempt)

Overview

As the primary online content editor, this position is responsible for providing overall editorial coverage and reporting for XXX. The Digital Media Editor requires a combination of editorial expertise and online technical knowledge in order to create online content that fits a range of electronic formats.

Key responsibilities include: keeping members and nonmembers up to date on the latest industry news that is easy-to-read and easy-to-navigate; providing a consistently branded product with relevant, smart content; managing customer relationships; evaluating web traffic trends to improve the effectiveness of content; developing new promotional opportunities; initiating and managing content delivery improvement projects; identifying new channels and/or markets.

Essential Responsibilities

- Creates digital cross-communication strategies to support XXX publications and e-publications,
- Executes digital plans in conjunction with the Institute's overall strategic goals and via the organization's Annual Operating Plan.
- Works with the Director of Publications, Website Manager, and the Vice President of Communications and Media Relations to co-manage budgets that impact digital products.
- Writes/edits departmental material and other features for XXX on a monthly basis and other XXX publications as needed. Provides overall digital editorial content to effectively support the XXX editorial calendar.
- Own and maintain an online editorial calendar determining what content is published and where it is published, Using XXX and marketing calendars, XXX News Room and industry trends as a guide.
- Works with the Website Manager to ensure ease of navigation and enhanced digital user experience.
- Effectively manage the XXX initiative
- Uses technical, writing, and editing skills in updating, correcting, and adding content to XXX publications and e-publications. Works with editorial staff in accomplishing this task.

- Effectively builds relationships with members, other associations, and related groups to grow XXX's publications and e-publications in accordance with the organization's strategic objectives
- Covers Annual Meeting and other educational activities to provide digital editorial.
- Attends meetings and conferences as assigned by Director of Publications writes reports for XXX and its associated digital products .
- Draws on XXX industry, academic and government experience to ensure that digital and print publications are correct, clear, concise, and understandable.
- Conversant on metrics-based site/product success measurement .
- Read and respond to content-related user email and calls.

4. Sr. Content Developer/Writer (exempt)

Position:

We are seeking a **Senior Content Developer/Writer** with strong business acumen and software industry experience to deliver best in class functional and business publications. You will be responsible for developing and executing a documentation strategy for content, including but not limited to;

- functional user guides & application help
- white papers
- forums & blog content
- knowledgebase & support center content
- training vignettes (videos & screen captures)
- release notes
- customer specific training programs and documentation.

This position will report to the Vice President of Product Management and will require direct interaction with customers, partners and internal stakeholders.

Role & Responsibilities:

- Develop a documentation strategy that supports Accept's business goals and objectives as well as our commitment to customer excellence and usability.
- Develop compelling and highly effective online and printable documents that assist and train users on the features and functionality of our products.
- Work directly with product managers and service delivery teams to gather requirements for content and actively participate in new releases.
- Develop and launch online support, forum and blog content as part of an ongoing effort to address customer requests and suggestions.
- Develop multimedia content for product training and customer solution center.
- Assist marketing with product collateral, web site content and other online media.

Requirements:

- A minimum of 6 years of relevant writing experience in the software industry. We will request 3-4 samples of your work in PDF, HTML, PPT or DOC format, and describe your contribution to these documents.
- At least 2+ years of customer-facing experience and delivery of web-based media.
- Excellent oral and written communication skills, knows how to write for different audiences for different needs.
- Experience working in a fast-paced, do-it-yourself start-up environment.

- Experience working with rich media, e.g. creating screen shots, illustrations, and animated “click” sequences.
- Experience using Flash, blogging tools, Adobe Connect, Adobe Presenter, Adobe Captivate, HTML, and Microsoft Office.
- Ability to create technical illustrations (Visio and Adobe graphic products a plus)
- B.S. in CS, B.A. or Equivalent.

5. PROFESSIONAL BLOGGER JOB DESCRIPTION (non-exempt)

SUMMARY:

Develop and maintain corporate blogs. Research and write articles in a conversational style, which engages readers. Interface with key departments (executive, marketing, customer service, IT etc.) to insure blog content captures readers' interest, while promoting company message. Use appropriate tools to provide management with metric reports. Use on-line and off-line social networking techniques for collaboration with people inside and outside the organization. Maintain quality assurance, by open information exchange with customer service and marketing departments. Promote company objectives with each blog article.

DUTIES AND RESPONSIBILITIES:

1. Develop and maintain plan for organization's Internet presence, based on management priorities, policy directions, and goals.
2. Perform continuous enhancements and modifications to blogs.
3. Assess new standards, technologies and trends, and formulate plans for future enhancement to blogging strategies.
4. Use latest syndication and blogging tools with HTML, when appropriate.
5. Ensure blog(s) are accessible from a variety of different environments.
6. Produces a consistent visual image on blog(s) including maintenance of templates and image archives.
7. Ensure images are delivered to the viewer at sufficient high speed and quality.
8. Creates image links and ensure links are up to date.
9. Troubleshoot and repairs bugs and problems.
10. Respond promptly to blog comments and email
11. Provide metrics of traffic statistics, reports and blog comment feedback to appropriate areas.
12. Research, write/edit and create layout for new articles and features.
13. Act as liaison between blog readers and corporation
14. Interface collaboratively with web design team to insure cohesiveness between blog(s) and corporate web site.
15. Perform other duties, as assigned.

MINIMUM JOB REQUIREMENTS:

1. Possess engaging "conversational" writing skills with a professional posture.
2. Must have be published by a recognized organization (on or off line) or have published blogs with confirmed reader visit statistics.
3. High school diploma or GED with related experience in achieving company objectives with blogging expertise.
4. Must be computer and definitely Internet/search engine savvy to perform online research.

5. Completed degrees from accredited institutions may be substituted for experience on a year-for-year basis, provided courses were taken in writing, marketing, business and psychology/sociology.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Technical

- Ability to evaluate new and evolving blog technologies.
- Solid understanding of all sections related to the anatomy of a blog
- Ability to utilize reporting tools for analysis of traffic, referral links and reader demographics
- Ability to use syndication and ping tools
- Knowledge and understanding of current editing, authoring tools, and related blog technologies.
- Ability to utilize computerized word processing, blogging and internet software.
- Solid foundation in search engine optimization (SEO) and implementing RSS technology
- Knowledge and understanding of internet operations and functionality
- Ability to evaluate new and evolving blogging technologies.
- Skill in the use of computerized blog layout and design software.
- Topical knowledge of the Internet, ftp, telnet and the ability to develop website documents.
- Topical knowledge of html, web development and maintenance.

Writing

- * Proofreading and editing skills.
- * Ability to create, compose, and edit written materials.
- * Ability to write simply with a conversational style
- * Writing should be informative, but not verbose

Project Management

- * Ability to effectively manage time and schedules.
- * Ability to work independently and as a member of a team.
- * Strategic planning skills.

Business Savvy

- * Ability to include corporate objectives and mission throughout blog presentation
- * Solicit feedback from internal departments and
- * Understand mission of key departments
- * Ability to make presentations on blog feedback, metrics and

- comments at business intelligence meetings
- * Assist management in Identifying opportunities, based on new developments in the blogosphere
- * Maintain high ethics with blog presentation, content and daily work tasks

Social Networking

- * Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- * Present professional, but friendly posture with blogosphere colleagues and throughout the Internet
- * Provide management and key departments with intelligence from blog feedback, metrics and external discussions related to blog content
- * Collaborate with internal departments to enhance blog features and presence

6. Senior Associate-Web Content Management (exempt)

Skills:

- 5-7 years hands on experience working with Content Management
- Systems in complex corporate settings
- Proven Web editorial skills are a must
- Excellent writing for the Web skills
- Experience managing SEO vendors and programs
- Experience analyzing SEO and Web Analytics reports and acting on data
- Professional services industry experience is preferred
- Ability to handle short deadlines, fast turnaround times and interact with personnel at all levels
- Must be organized and detail oriented
- Client service attitude required
- Some travel require

Responsibilities:

- Assist in the development of the Internet Properties Search Engine Marketing strategy with a keen focus on (a) SEO keyword definition and monitoring processes; (b) SEA pay per click portfolio management (c) elements of social media and user generated content.
- Assist in the development of Web content editorial guidelines so that appropriate best practices are utilized ultimately driving engaging user experiences and increases in organic site traffic.
- Write, edit and approve Web content of all content types including landing pages, articles, whitepapers, case studies, directory listing, rich media overviews and the like.
- Conduct weekly progress status / workflow review calls with a distributed content management community that exist in other internal and potentially external organizations.
- Serve as the *on demand* best practices resource providing consultative assistance and oversight to the distributed content community
- Excellent communication skills, and ability to counsel stakeholders at varying levels in order to learn the business requirements and steer the clients to Web content to meet the desired goals.
- Serve as a super user / partial site administrator of a hosted Web content management systems
- Presenting key performance indicators reports to top management including KPI relevant to understanding how effective content is or is not in achieving business goals.
- Working with external vendors that provide content either as feeds, off shore (India-based) writers or external SEM/SEO agencies

7. Content Manager (exempt)

Responsibilities

- Define and manage the content strategy, requirements, resources, applications and delivery of information through the Knowledge Base.
- Develop and maintain an effective and efficient content development process.
- Perform website maintenance, including the review of all content for currency, accuracy, organization and other requirements and recommend technology improvements.
- Work with subject matter experts and business owners to ensure Knowledge Base content is current, accurate and effective.
- Create an environment in which organizational knowledge and information is shared to ensure the right information is made available to the right people at the right time.

Job Requirements

Experience and Skills

- Minimum 2 years of Content Management or related experience. Minimum of 3 years experience working in a financial services and/or retail sales/service environment.
- Expert level knowledge and experience using the basic principles of content management, web technologies, usability, web site analytics (reporting) and Search Engine Optimization (SEO).
- Experience selecting, implementing and maintaining Content Management Systems preferred.
- Must be a strong writer with excellent English grammar and communication skills. Must be an effective project manager who enjoys the challenges and excitement that comes with of managing multiple projects simultaneously.
- Must be extremely detail-oriented, analytical, and organized.

Experience - Bachelor's degree or equivalent experience.

8. Digital Channel Director.Editor (exempt)

Description

Digital Content (including all related user interactions)

- Manage all content released for Digital Markets. Is responsible for setting the editorial direction for the external digital channels with the goal of enhancing all relevant interactions with external audiences. The role is responsible for the operational management of all content that is presented through these channels, and will set content direction for:
 - where it is distributed including non-EY sites
 - where it lives on the sites
 - how it is accessed
 - the editorial tone and style with which it is communicated
 - how long it stays on the sites

Content includes everything that we present on our digital channels: Thought leadership, marketing programs, editorial copy for e-channels, multimedia content etc.

- Lead the origination of web oriented content, as appropriate,
- Explore opportunities to create financial value from content and to use content to support a differentiation strategy for key clients
- This person (and their team) will principally re-purpose and organise centrally, content generated within many different parts of EY. This will require the individual to improve existing working practices (authoring and publishing process) and build good working relationships with a variety of senior stakeholders within EY (service lines, sectors, knowledge, areas etc)
- All editorial resources working on global content for use on the web will report into this individual
- Work with SCORE teams on approval processes for web content.

Responsibility for obtaining approvals will lie with this person and their team

- Identify and implement (working with Infrastructure Director) innovative tools and resources that yield improved interactions with key external audiences (e.g strategic pursuits, customers, regulators and recruits).

- Identify trends in digital user experience that could influence and meet business requirements and augment our brand and messaging strategy.

User Experience

- Brand: Look and Feel, Tone of voice and messaging
- The DDM will be responsible for ensuring that our digital reflect the firm wide positioning, both in terms of visual look and feel and in terms of tone and style of the written word and messaging consistent with our policy on Visual Identity and Positioning.
- Design/content of user analytics and communications to stakeholders
- Responsible for external user administration, training and support (EY online)
- Responsible for internal user administration, training and support (authoring/ publishing)

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Architecture

- Provide high level requirements (user, content management, feeds) and the go-to-market basis for our architecture to meet market leadership improving needs

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Digital Channels Strategy

- Responsible for creating and maintaining a content, brand and messaging strategy for optimal user experience on web sites
- Monitor, develop and manage with Global Q&RM relationships with third parties involved with EY content
- In consultation with Global Managing Partner, CS&A, Global Vice-Chairs of Service Lines and/ or GAIBD and Global Head of Knowledge
- Going forward, to identify business requirements for new interactive/content delivery capabilities and work with Global IT Infrastructure on implementation

Education

- BS/BA in Communications, Marketing, Finance or related business disipline

- MBA or advance degree a definite plus

Experience

- Ability to lead an innovative team
- 10 years experience as an editor, with a significant portion of that experience coming in Content development for digital media.
- Content Management experience in Professional Services a major plus
- Web Technology: cutting edge
- Proven Visionary and Strategist

9. Freelance Web Producer (non-exempt)

Responsibilities:

XXX seeks a Freelance Web Producer to produce video and exclusive content for website. The position reports into the Advertising and Promotions department and is a project-based position.

Requirements:

- Extensive portfolio of media rich content produced on website in a creative way
- Photoshop expertise a must
- HTML knowledge a necessity
- Understanding of Wordpress software
- Flash experience a plus
- Video production experience required
- Previous experience working with talent
- Exceptional writing, editing, and proofreading skills and the ability to work quickly and accurately in a television environment.
- Must be able to work flexible hours including occasional nights and weekends.

10. Interactive Specialist (exempt)

Reports to Title: Creative Director

Job Responsibilities:

Reporting to the Senior Interactive Art Director Advertising, the Interactive Specialist Advertising, participates in implementing the strategic, conceptual and visual direction of original advertising components for XXX as they relate to ad sales, corporate partnerships/acquisitions and promotions. This hybrid role serves as the technology-based expert on the Advertising team and functions as the liaison between the visual /motion design team resources and XXX internal engineering groups as it relates to feasible implementations and opportunities.

The Interactive Specialist Advertising, is responsible for interactive development of microsites, landing pages, sponsored skins and banner advertisements as a dedicated resource to XXX advertising initiatives.

This role to also include site ,production design and redesign, application design, development using action scripting, coding and rich-media technology techniques. The Senior Interactive Specialist Advertising must build interactive solutions within the dedicated team and work closely with the Interactive Art Director Advertising to achieve great advertising solutions based on an established strategy.

The Senior Interactive Specialist Advertising, plays a key role bringing technology based ideas, suggestions and considerations to the attention of the interactive design team on any assigned task/project while working towards solutions that will enable for advertising partner sales and advertising needs across all XXX properties: and others by assisting in creating advertising opportunities for partner brands. This role is not the design decision maker, however is empowered to push the vision forward by the use of technology. As the connector of design and function this role understands backend and can implement code at a solid level to enhance design (flash and/or other code solution).

The Interactive Specialist Advertising should keep in mind the big picture XXX and all its properties (online, set top box, mobile, etc) and how deliverables design/function/execution could impact other properties or resources.

Major duties:

- Works with the ad partner sales team within XXX to create customized experiences and synergies for partner opportunities and ad sales across all properties.
- Works with the Senior Art Director Advertising and the Interactive Art Director Advertising in conceptualizing/brainstorming from a technology perspective based on the assignment/task.
- Partners with internal engineering groups consistently to establish requirements and feasibility.

- Ability to keep abreast of other internal projects and development of technologies that could be leveraged for ad sale solutions.
- Understands and is able to build for content management tools, back end technologies and tracking/reporting tools.
- Be responsible for the creation of interaction design as it relates to the assigned deliverable for Web, promotions, presentations and application UI design. This may also include: rough code concepts, animation studies and interaction concepts for interactive ad campaigns.
- Communicates questions, needs, and resource allocation issues of more task driven efforts with the Senior Interactive Art Director Advertising in a timely manner.
- Must be able to take instructions, art direction and constructive criticism, as well as has accurate, timely follow-through in a fast paced environment.
- Take part in more formalized presentations when need be as requested by the Senior Interactive Art Director Advertising.
- Uses communication skills to influence and support technology/code decisions.
- Support and communicate your technology/code choices clearly to colleagues and project owners.
- Initiate and build relationships both internally and externally with minimal supervision/direction from management.
- Creative, self-motivated team player willing to take the lead to develop forward thinking interactive solutions.
- Must possess excellent time management skills and the ability to manage multiple tasks/projects.
- Adherence to schedules and implementation plans keeping the appropriate parties and leadership up to date.
- Identifies and learns new technologies and design techniques and takes lead role in sharing knowledge. Involved with technology organizations and keeps up to date on latest developments in the field.
- Adheres and creates standards for naming conventions, file organization, archiving formats and process documents. and foster a team-centric atmosphere
- Other duties as required.

Qualifications / skills include:

Education

BFA or BA preferred. The equivalent in work experience and self-study may be substituted.

Experience

1. A minimum of 5-7+ years of directly related experience in interactive design.
2. Must have an expert understanding of the most recent version of Photoshop and Illustrator. Knowledge of Fireworks, CSS,

Dreamweaver, GoLive, After Effects, 3d Software, iWorks and Microsoft Office are required.

3. Experience developing in ActionScript 2.0+ within an OOP-centric environment.
4. Experience developing in JavaScript for multiple browsers.
5. Experience developing in other languages a plus.
6. Experience designing robust Flash and HTML web sites with highly intuitive User Interfaces and navigation schemes is required.
7. Experience preparing and presenting for internal and external clients. Ideal candidate must have experience working with other major high-profile web site brand(s). Agency experience preferred and an interest in interactive advertising a must. experience is a plus.
8. Demonstrated experience participating in full cycle design projects is required.
9. A strong portfolio of solid web and multi-media are required showcasing hands-on technology/code production in Flash, HTML, Video and/or rich-media technologies.

Qualifications

- Must possess the ability to concept from a technology perspective
- Must have strong verbal communication skills, including the ability to speak effectively before team or other internal groups.
- Must have the ability to successfully organize, prioritize and manage multiple projects in a deadline-driven environment is a must.
- Understanding of project management process and solid use of process tools.

11.PUBLISHER FOR TRAVEL & CULTURE, FILM AND FESTIVAL OR MUSIC

XXX is an online video platform that offers professional quality video on subjects that have high interest among internet users, but which are currently underserved by online video services.

XXX is assembling a series of focused online channels which consist of a combination of original productions, premium acquisitions and library archive that will be specifically focused on the passionate interests of online communities that traditional media cannot serve.

Users will be able to access this content on demand (often directly through a website where they share in forums and consult blogs on their chosen interest) free of charge and search, share and personalize the content using tools built into the XXX player.

XXX will combine all the interactive tools of the internet with the quality of video and depth of choice users normally associate with thematic TV channels

We have targeted the areas of XXXXXXXXXXXXX as subjects that are widely searched on the internet, but which are underserved by quality video. We have a current requirement for 3 Publishers with specific experience in XXXX this video library into a vibrant video community for internet users interested in learning more in the relevant area.

The successful candidate will exhibit an understanding of the dynamics of the travel industry/ indie film/ music market and will lead a team consisting of marketing, advertising, content acquisition and editorial executives to create the service.

Key objectives:

- Define a sustainable competitive editorial position for the Community Passion Channel (CPC) to differentiate it for potential users, affiliate websites and advertisers.
- To consult on the content that is acquired for the CPC and to define, commission and produce original online content to support the editorial objectives of the CPC.
- To develop direct relationships with key website affiliates and professional associations that can help promote and develop the CPC
- To support the efforts of the advertising sales group through content development and affiliate relationships to monetise the service.
- To manage the P&L of the CPC on behalf of the platform and to assess which content drives traffic and makes the CPC profitable
- To recruit and manage semi-professional contributors to the CPC based in different cities around the world who can offer updates on events, exhibitions etc.

Experience required:

- Extensive experience with and understanding of the travel based/ film and festival/ music market as well as the concerns of the producers/directors/distributors and the taste of the audience.
- An ability to adapt to fast changing environments consistent with a small media company.
- An ability to lead a team of individuals from different staff disciplines and focus them on achieving a common set of business goals.
- An understanding of the potential of new technology online; website management, video applications, blogs, social networking phenomena. (Technology skills are an asset, but not a basic requirement) and how they can be harnessed to help market online video.
- An understanding of the needs of advertisers and affiliates and an ability to present the benefits of the channel to people outside of Babelgum.
- An ability to deal with senior directors at the company and report succinctly on the status of the business and future plans.

Section VIII, Webmaster (exempt)

1. Webmaster

Job Description:

Webmaster will be responsible for the maintenance of website documents, specifically the creation and maintenance of standard-compliant and accessible XHTML documents, Cascading Style Sheets (CSS), and web-based forms.

Duties include reading documents for publication on the website and other various mediums including e-mail and print. Contribute to the development and improvement of member services and products. Web integration of applications, new static content, and media as assigned. Ideal candidate will manage the day-to-day management of websites. Act as primary lead on development, website integration, and maintenance of interactive content and media.

Creating, modifying, and documenting internal processes related to the company web sites. Manage workflow of development and posting of website content. Contribute to development of graphics and document layouts for online and print publications, interactive media, and presentations. Assistance in creation and management of XHTML coding and CSS-styling for web-based applications

Qualifications:

- Standards-compliant web design skills (W3C-compliant XHTML, WCAG 1.0 accessibility)
- Strong JavaScript expertise and experience
- Experience with developing both static and dynamic web content
- Familiarity with version control using Subversion or similar tools
- Intermediate to advanced experience with Adobe Creative Suite (Including primarily Dreamweaver, and Flash, as well as some experience with using Illustrator)
- Effective and concise written and oral communication
- Ability to quickly grasp technical and operational concepts, particularly related to the operation of the Internet, IP addressing, and Regional Internet Registries

Skills Preferred:

- Previous experience with nonprofit associations
- Developing and styling pages in a JSF environment
- Experience in supporting and developing multimedia systems, including pod casts, video casts and media streaming files
- Familiarity with Linux/Apache web server environment and creating XHTML for use with online scripting environments, such as JSF, Perl, PHP, Java
- Bachelors degree in web technologies, communications, or a related field

2. Webmaster

Description:

The Webmaster will be responsible for the following items: Windows Server 2003 installation and configuration Web server upgrade and maintenance including IIS and MOSS 2007 Set-up and maintenance of enterprise SharePoint services for document collaboration.

Configuration of processes for the provision of County election results to press media using established internal processes. Graphic Design and technical integration of third-party design. Review of potential software to fulfill the City/County software needs related to the Internet and engagement of potential vendors.

Maintenance of the City/County's domain names and SSL certificates and facilitation of DNS change requests to fulfill application deployment and new domain needs. Answering and routing of Webmaster@indygov.org e-mail from the public at-large. Web services support, creating new Web sites, Intranet and restricted access areas. Administration of Web calendaring, Web forum, and other Web-related communications services. Creation and maintenance of FTP sites and Web drives. Web site statistics using a professional statistical suite. Troubleshooting and quick response during outages and in emergency situations.

On-call server support on a rotating weekly basis. Application deployment, testing, and light development and maintenance using Java, Java Servlets, JSP, .Net - ASP, Perl, and CGI. Microsoft Web Content Management System configuration, customization using COM API, ASP, and VB Script, and user support during transition to MOSS 2007. Client-side scripting using JavaScript and DHTML. Technical support for Internet Staff in JavaScript, ASP, HTML, and CSS as needed. Strategic planning, technology research and innovative ideas. Other duties as assigned .

Required:

- Two years experience administering Microsoft SharePoint Server 2003 and/or Windows SharePoint Services 3.0, MOSS 2007.
- Preference given to experience and training in administration of a MOSS 2007 server farm.
- Three years experience managing an enterprise Content Management System.
- Preference given to experience in Microsoft Content Management Server (MSCMS) and/or Web Content Management (WCM) in MOSS 2007.
- Two years experience in Web Application Development. Preference given to experience in .Net framework and classic ASP.

- Two years Web Design experience. Preference given to experience using Adobe Illustrator, PhotoShop, and Fireworks.
- One year experience administering and troubleshooting Windows Server 2003.

Preferred:

- Proficiency with Microsoft SharePoint Designer Two years experience managing SSL certificates and Domain Names.
- Three years experience with IIS 5.x or 6.0, Apache or Web Sphere.
- Knowledge of Microsoft Visual Studio technologies and Adobe Dreamweaver a plus.
- Experience with DSN on Windows Server and Experience with ODBC connections.
- Experience with SQL.
- Experience with JBOSS.
- Experience administering an enterprise Web site statistics service, such as Urchin or Google Web analytics.
- Experience with Citrix Netscaler

3. WebMaster

Description:

The Webmaster will be in charge of maintaining all internal Web sites for XXX.

Responsibilities

- Must be able to translate requirements from non-technical customers in multiple groups to into a clear, effective web page/technical solution.
- Ability to juggle multiple projects and priorities in a fast-paced environment and to drive projects from start to finish with minimal supervision; attention to detail.
- Excellent organization and communications skills, with experience communicating across divisions.
- Day-to-day maintenance of web content

4. WebMaster

Skills:

HTML/DHTML, JavaScript, Website development and maintenance

XXX is seeking an experienced WebMaster / Web Developer for a Full Time position.

Following are the job responsibilities:

- Maintain BRACMIS interactive websites
- Develop templates for home pages
- Write, edit and link documents, spreadsheets, briefings and graphic files
- Extract BRAC data and synchronize the Web databases periodically and as needed
- Webmaster provides World Wide Web information and is responsible for maintaining the public pages and keeping the web server running and properly configured.
- Develop application survey, support security documentation development and assist in the security accreditation review.

Skills:

- Minimum 5-8 years of experience as a Webmaster/ Website Specialist.
- Experience and knowledge in BRACMIS (The Base Requirement and Closure database and management information system) is a big plus.
- The candidate should have the ability to get security clearance.

5. Webmaster

This position supports users of the public website, intranet and extranet as well as internal groups such as sales and marketing. An example of supporting internal groups is helping Marketing team members import potential sales leads from trade shows into database and distributing to the Sales team. Supporting external groups often includes supplying extranet users with their password or access to a new account.

Your Responsibilities:

- The webmaster is responsible for project management, programming, design, and customer support as they relate to all of XXX's public web sites. This position requires strong attention to detail.
- Project management involves running current projects, meeting user needs, planning for additional/future user needs, and handling the administrative aspects of the websites.
- Programming includes coding static and dynamic database-driven web page coding, debugging errors and multimedia development.
- Design focuses on information architecture, layout and design. Preparing high resolution images for web friendly format, formatting text and data for the web and presentations, while keeping a consistent overall style, look-and-feel, and user experience.
- Customer Support involves both internal and external support. Internal support relates to correcting errors/problems and handing requests from multiple sources. External support solves and tracks requests from website users (both public sites and the company intranet and extranet).

Desired Skillset

- BA/BS
- 2-3 years experience in web design and programming
- A solid foundation in interface design, web design, programming, along with a firm grasp of current web-related graphics hardware and software
- Impressive portfolio of past projects
- Programming Languages - Required: HTML (hand-coded), ASP, VBScript, JavaScript, SQL, CSS
- Programs - Required: Photoshop, Word, Excel, PowerPoint, SQL Server 2003; Desired: Flash, Flash ActionScript, ASP.NET
- Operating Systems - required: Windows
- Operating Systems - desired: Mac OS X

6. Webmaster

Position Description

XXX is seeking an individual will be responsible for the design and maintenance of web sites. The Webmaster will be involved in all phases of the development lifecycle of internal and external websites. Other duties may be assigned. In order to be considered for the Webmaster position one must possess all of the following skill sets/requirements:

ESSENTIAL FUNCTIONS

- Design graphical user interfaces for web content templates based on user requirements.
- Design master style sheets that are ADA compliant.
- Develop and maintain multi-media items for web presentation using digital graphics design tools.
- Prepare web site flow diagrams for all web designs as per customer requirements.
- Develop and maintain sites using web content management tools.
- Test and monitor web site performance and provide customers and management site statistic reports.
- Assist in the coordination of all technical project tasks throughout the lifecycle of projects. Prepare project and implementation schedules.
- Must be available for 7x24 support in the event of scheduled downtime and in response to platform outages.
- Perform other related duties as assigned

7. Webmaster

Job Description

. This is an opportunity to become an active member of the Company's progressive marketing team.

Responsibilities:

- Administer the Company's website so it fulfills the goals of creating a community with those who use our products by dissemination of pertinent, interesting, information and providing opportunities for crossbow and compound bow enthusiasts to share experiences and ideas with Horton and other enthusiasts through blogs, forums, postings and email.
- Maintain our website to optimize search engine traffic.
- Coordinate periodic email blasts to our end users, sales reps, as well as our channels of distribution - dealers, distributors, and buyers.
- Create and maintain email address files to be used for targeted communications.
- Coordinate additions and revision to XXX's Online University.
- Coordinate the preparation of XXX's e-Newsletter.
- Coordinate with our outside services organization.
- Participate as a member of XXX's Marketing & Branding Team.

8. Webmaster

Job Description: Webmaster

The Webmaster will specialize in maintaining, expanding and transforming XXX's presence on the web.

Emphasis will be placed on ability to develop and maintain the production, editorial, graphical, and content standards for the highest possible quality, navigational ease and consistency in look and feel for the organization's websites. The Webmaster must be able to create clean, professional, appealing designs for online web sites. Also requires a strong understanding of Internet marketing combined with an awareness of new technologies, web site design, databases and site maintenance.

Requirements:

- Minimum 1 year experience as a web designer/developer
- Demonstrated proficiency with Adobe Photoshop, Dreamweaver MX, Fireworks, Flash, PowerPoint, and other leading design tools
- Experience with coding HTML, CSS, JavaScript, FTP, HTTP, DNS and ColdFusion.
- Experience with database integration and a strong understanding of site functionality, architecture and data flow, user interfaces and intuitive navigation schemes
- Webmaster experience including web traffic stats/report measurement and search engine optimization techniques
- Ability to evaluate web site analytics and initiate changes to sites based on conclusions
- Experience with Content Management Systems desired

As important as necessary skills is a strong interest in politics and public policy. The candidate should have excellent communication and collaboration skills and the ability to work independently.

9. Senior Webmaster

Description:

Senior Webmaster

Our client's employees are outstanding at what they do, and they expect nothing less from prospective candidates. They are looking for dynamic team players that set the bar high, and then surpass it. That means you must have a penchant for problem solving and an eye for detail. And it doesn't hurt to have a good sense of humor, too.

Our client takes pride in being able to provide a lively and entrepreneurial work environment that will inspire you to innovate, create, and deliver superior products and services. There's never been a better time to join our client.

Position Overview

Our client seeking a Senior Webmaster/Developer to maintain their corporate web site and other web entities.

The ideal candidate should have 5 years of enterprise wide development experience, and understand web administration, deployment (software, not hardware) and web services. Familiarity with Apache, IIS, .NET, Content Management Systems and other technologies to improve the user experience is desired including knowledge of tools to monitor and track customer behaviors who visit our client's web properties.

Responsibilities Include:

- Day-to-day maintenance and creation of content and images on our client's websites/portals.
- Identify perceived issues with sites and work with team to resolve issues. Maintain website and run frequent metric tests to improve performance, traffic and quality.
- Implement and maintain Content Management System for public site.
- Assist and support designers in the realization of concepts and interactions.
- Keep records and produce statistical reports.

10. Webmaster

Reports To: Program Manager
FLSA Status: Exempt

Summary

Responsible for providing Webmaster services for operation and maintenance of customer websites, creating and modifying web pages, creating databases for web applications, moving web files, and otherwise supporting customer web activities.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Coordinate system administration and configuration actions on the training servers. Additionally, support development and test server(s) used for course development, testing of new products, and validating proposed configuration changes.
- Check files for compliance with Section 508 policy guidance, and customer policy on the use of Internet cookies or web bites.
- Monitor and maintain the web site includes but is not limited to daily checks for corrupted files, proper program operation, backups and recovery of systems' files, user authorizations, security events such as denial of service attacks and attempted break-ins, and overall performance. The above will include developing and documenting procedures.
- As necessary, make on-the-spot (non-content) changes, e.g. to correct spelling and syntax without the necessity of re-posting the data.
- Modify the menu choices on <http://training.fema.gov/EMIWeb/> as requested by the task order manager to reflect changes needed for the site.
- Transfer necessary files into the system and create re-direct links to courses from the old site to the new site.
- Assist in modifying course file structures for operation within LMS and future Training Online.
- Upload files, new information and other pertinent web related work. Load new or revised course materials

- to the training web server.
- Modify web pages to accommodate changes and revisions to course information including titles, dates offered, location, and vacancies.
- Create and modify a searchable database system for course vacancies and ensure that the vacancy database operates as intended.
- Other duties may be assigned to meet business/customer needs.

Supervisory Responsibilities

May provide specific task direction to staff but does not have formal supervisory responsibilities.

Education and/or Experience

- Bachelor's degree in Computer Science from an accredited college or university; or equivalent education/experience in the computer science field.
- Four years of web server management/development experience.
- Experience with JAVA, JAVA script, and HTML programming.
- Experience in Wide Area Networking, Internet Infrastructure, SQL Server and Oracle databases. Knowledge of Unix and Linux is a plus.

Computer Skills

Microsoft Word, Excel, PowerPoint and Outlook; JavaScript, VB Script, SQL Server, Oracle databases, Visual Basic and 508 compliance.

Clearance

Background check required.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Team Work – Approaches job accomplishment with a collaborative attitude. Success in this respect means a proactive, knowledge-sharing, professional, and “can do” attitude, whether with fellow contractor,

- peers, or government (customer) personnel.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations and uses reason.
 - Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information. Draft and review executive level correspondence and briefings.
 - Planning/Organizing - the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans. The individual will be adaptable and rapidly be able to assimilate new information and learn new programming languages.
 - Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
 - Strategic Thinking - Develops strategies to achieve organizational goals; continual attention to detail, establishes priorities and meets deadlines. Adapt strategy to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands and rapidly be able to assimilate new information.
 - Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 - Qualifications/Requirements
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Language Skills - Ability to read, analyze, and interpret threat analysis products, procedures and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
 - Mathematical Skills - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - Reasoning Ability-Ability to define problems, collect

data, establish facts, and draw conclusions.

Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must be able to sit for prolonged periods of time at a desk, table, or computer terminal; move in a confined office space. May be required to stand for prolonged periods of time while making presentations or attending meetings.

Must be able to occasionally travel by public transportation i.e. aircraft, vehicle, mass transit system.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment. The noise level is usually moderate.

11. Webmaster

Job Description:

Reports To: Program Manager

FLSA Status: Exempt

Summary

Responsible for providing Webmaster services for operation and maintenance of customer websites, creating and modifying web pages, creating databases for web applications, moving web files, and otherwise supporting customer web activities.

Essential Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Coordinate system administration and configuration actions on the training servers. Additionally, support development and test server(s) used for course development, testing of new products, and validating proposed configuration changes.
- Check files for compliance with Section 508 policy guidance, and customer policy on the use of Internet cookies or web bites.
- Monitor and maintain the web site includes but is not limited to daily checks for corrupted files, proper program operation, backups and recovery of systems' files, user authorizations, security events such as denial of service attacks and attempted break-ins, and overall performance. The above will include developing and documenting procedures.
- As necessary, make on-the-spot (non-content) changes, e.g. to correct spelling and syntax without the necessity of re-posting the data.
- Modify the menu choices on <http://training.fema.gov/EMIWeb/> as requested by the task order manager to reflect changes needed for the site.
- Transfer necessary files into the system and create re-direct links to courses from the old site to the new site.

12. Webmaster

Webmaster

Skills:

Ajax, Java/JavaScript, .NET, ASP/ASPX, PHP, HTML, XHTML, XML, CSS, Web Services, Flash

Date:

8-6-2008

Description:

*** Must have U.S. citizenship or U.S. permanent residency ***

Specialty architecture firm located in downtown Dallas is looking for a full-time **webmaster**. You will be totally responsible for new design and development of the corporate web site, including server maintenance and administration.

Required skills:

- College degree
- In-depth knowledge of Web technologies, protocols, and tools including TCP/IP, DNS, Routing, etc.
- Excellent hands-on knowledge of media/graphic design technologies, protocols, and tools
- Strong understanding of Internet programming languages, including Ajax, Java/JavaScript, .NET, ASP/ASPX, PHP, HTML, XHTML, XML, CSS, Web Services and Flash

Application development methodologies

- MCPD: Web (preferred)
- Proven search engine optimization experience
- Pay per click experience
- Form mail
- Experience with web graphics and multimedia design
- General knowledge of marketing practices and principles
- Comprehensive experience with structuring, developing, and implementing interactive corporate Web sites
- Proven experience in installing, upgrading, and maintaining Web servers and associated operating systems
- Knowledge of database development, including My SQL, MS SQL
- Experience in gathering and analyzing business requirements
- Project management experience
- Thorough understanding of the organization's goals and objectives
- Candidate must also possess strong verbal and written communication skills, be detail oriented, and comfortable in a multi-tasking environment while working under pressure

Responsibilities:

- Site design & updates
- Content management and publishing including but not limited to site content and case study creation
- Copywriting
- Traffic reporting and web analytics
- Maintain all requisite logs for performance and security
- Vision/Strategy for web direction
- Vendor management (as needed)
- Internal resource management
- Implement an enhancement request and approval process for the corporate site
- Remain abreast of the latest standards and best practices for web development as published by W3C
- Remain abreast of the latest trends in web development and present them for consideration as they make sense
- Performance monitoring and optimization
- Provide proper security for website and server
- Monitoring/Tuning server performance
- Competitor analysis
- Press release publishing
- Track and ensure delivery to the correct recipient of all website initiate communication
- Ensure all design conforms to the look and feel of the existing corporate brand and its design guidelines
- Manage and report KPIs and lead sourcing (ROI)
- Maintain domain name(s) insuring they are legally owned and do not expire

Section IX, Web Developer (non-exempt & exempt)

1. Web Developer

Job Description

The successful candidate must be a strong team player with excellent communication skills and possess the ability to prioritize tasks in a time urgent, fast paced environment. Must be self organized, and be able to define tasks, establish priorities, and implement according to plan. Ability to assume responsibility, work autonomously or collaboratively in a professional and timely manner, and have a strong demonstrated mix of both technical and business analysis skills is absolutely required.

Position Details: Key Job Responsibilities for this position may include but are not limited to:

Web Site Support & Development:

Design, develop, and maintain static and dynamic web sites using the Visual Studio Environment for the XXX Department. The position focuses on front-end web development using HTML, CSS and scripting (JavaScript and vbScript), and back-end development using ASP coding. Applicants should also have experience in website design using Adobe Photoshop and Flash.

Design, develop and maintain web site add-ins which support XXX business processes such as On-boarding templates, End User Access forms, etc Same skills above required plus knowledge of relational databases such as SQL-Server.

The position is also responsible for all phases of design and development from defining and managing scope, gathering requirements, estimating costs, aligning timelines, development, documentation, deployment and ongoing support including standards reviews.

Communication

- Facilitates client meetings effectively, holds regular status meetings with customers.
- Multi-tasks with ease to juggle the variety of requests from a varied customer base.
- Works easily in a team setting;

- Performs work that is shared by team members across geographies and time zones
- Shares information readily and mentors junior team members
- Appreciates and acknowledges peer team member contributions

Required (Basic) Qualifications:

- Five plus years experience working as a Web Designer, capable of designing, creating, building, and maintaining corporate level web sites.
- Broad experience with Web development tools such as Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver).
- Expert knowledge of HTML (free code), JavaScript, VBScript and CSS.
- Solid understanding of browser compatibility issues, W3C standards, accessibility guidelines and optimization techniques.
- Must have experience working with ASP environment. Also experience with SQL-Server and Microsoft Content Management databases.
- A strong portfolio of past projects is also requested.
- Must be willing to learn new skills as they become relevant to our company's goals.
- Occasional travel is required.

2. Web Software Engineer/Analyst (non-exempt)

Description:

Cold Fusion a MUST. Perform web-based software engineering tasks including all aspects of software life cycle development - requirements definition, database design, system design, development, testing, implementation, and documentation.

Perform web server administration tasks including management of monitoring and search functions.

Provide technical review and guidance on corporate web-based initiatives.

Provide some technical leadership to other team members. Linux, Apache, Perl, Web Services (WSDL, SOAP), Java/J2EE, web portal technologies. Bachelors Degree in information technology, computer science, or related field.



3. Web Technologist (non-exempt)

Job Summary:

Web Technologist responsible for managing projects to support the production of the corporate web site, and act as a technical liaison between the marketing web team and the IT team to develop and manage web-related projects.

Responsibilities include defining project requirements and documentation, coding web page template for web content management systems, providing technical expertise to both internal and extended team members. Prospective candidates should be competent in all basic web production technologies and techniques.

Essential Functions:

- Project management of web site applications.
- Develop applications and tools to enable content owners self publish contents to the CMS.
- Scripting page templates for the web contents.
- Creation of web forms for various internal and external clients
- Coordination and support of third party production resources and tools.
- User support, training & administration for enterprise content management applications.
- Facilitate the creation and publish of rich media content.
Develop and deploy the web analytical tracking code.

4. Web Project Manager (exempt)

Job Summary:

Reporting to the Senior Manager, Corporate Web, this position is responsible for major sections of our US and International corporate web sites. As part of the marketing web team, you will manage ongoing development projects and site improvements to enhance the user experience.

Essential Functions:

- Working with a diverse group of internal stakeholders, create and enhance site design, layout, content and navigation to provide a highly relevant and usable site experience.
- Identify, recommend, and prioritize new web site features and applications that support business directives and user needs.
- Project manages implementation of new web features including tools and applications.
- Identify and execute opportunities to expand our presence on the Web, including Search Engine Optimization.
- Manage external business partners (consultants and vendors) including daily project management, analysis of engagement recommendations and implementation of engagement recommendations.
- Work with analytics team to understand behavior analysis, site traffic, campaign effectiveness, etc.; and take recommended enhancements to content owners/stakeholders.
- Partner with content managers to define and enforce web content rules and guidelines.
- Complete business requirements and analysis as related to project scope. • Oversee project activities on a day-to-day basis to ensure on-time completion of planned tasks
- Identify and manage issue resolution including escalation as needed. • Create project status reports and deliver status updates to stakeholders and project participants.
- Interact with mid- and senior-level management on behalf of project team. • Coordinate and facilitate meetings and reviews
- Work to continually improve our project processes
- Work proactively in managing internal customer expectations.

Key Competencies:

- Excellent project management skills.
- Excellent attention to detail and strong organizational skills.\
- Ability to multi-task, prioritize and problem solve.
- Professional, reliable, ability to work well under pressure, enthusiastic, congenial, self-reliant, self-motivated, assertive, leadership abilities.
- Proven team player
- Goal and results driven
- Skilled in collaboration and facilitation
- Strong problem solverRole Essentials
- College degree or equivalent business experience
- Web development and complex project management experience
- Experience with analysis, requirements definition, solution development, testing and launch of

5. Front-end Web Developer (non-exempt)

POSITION DESCRIPTION:

Web Developer needed to support an E-Commerce company with nationwide storefront presence. This would be a temp to perm hire position for the right person. The ideal candidate will bridge the creative and technical aspects of website creation and delivery. You would be responsible for all aspects of Presentation Layer development, including all front-end technologies. Primary responsibilities include coding and QA of page templates and special features, managing global styles/HTML build, plus staging content for site updates and special features.

RESPONSIBILITIES:

- Build and manage pages & templates
- Develop cross-browser/platform HTML, CSS, and JavaScript to match design specs for complex page layouts while adhering to code standards
- Manage and extend codebase for javascript/ dHTML
- Develop and evolve code standards as site and market mature
- Unit test completed pages for rendering on target platforms
- QA rendering and functionality on defined target platforms
- Extend CSS as needed to accommodate new data and display types
- Stage site update content
- Upload, manage and configure content assets
- Manage links and redirects in featured content areas per site launch
- Develop and stage special projects of varying complexity
- Work with creative team to develop concepts for media and interactivity
- Code, stage, and deploy custom non-template and/or rich media content as needed
- Coordinate with outside resources on larger projects
- Explore opportunities for incorporating AJAX/FLEX and other technologies to enhance the shopping experience
- Support website/ direct business/ E-Commerce growth and strategic direction
- Support project or enhancement planning and scoping
- Draft technical/functional specifications
- Rapidly produce other interim deliverables (e.g. style guide components, browser analysis, prototypes, proofs of concept, etc.)
- Keep up to date on emerging trends, technologies, and market developments; help develop strategy to address opportunities and issues
- Ensure absolute accuracy and high standards for detail throughout the production process

6. Web Developers (non-exempt)

Develop and design web applications and web sites. Create and specify architectural and technical parameters. Direct web site content creation, enhancement and maintenance

Tasks

- Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
- Write, design, or edit web page content, or direct others producing content.
- Analyze user needs to determine technical requirements.
- Create web models or prototypes that include physical, interface, logical, or data models.
- Incorporate technical considerations into web site design plans, such as budgets, equipment, performance requirements, or legal issues including accessibility and privacy.
- Research, document, rate, or select alternatives for web architecture or technologies.
- Select programming languages, design tools, or applications.
- Develop web site maps, application models, image templates, or page templates that meet project goals, user needs, or industry standards.
- Develop system interaction or sequence diagrams.
- Provide clear, detailed descriptions of web site specifications such as product features, activities, software, communication protocols, programming languages, and operating systems software and hardware.

National

Median wages data collected from **Computer Specialists, All Other**.

Employment data collected from **Computer Specialists, All Other**.

Median wages (2007) \$34.38 hourly, \$71,510 annual

Employment (2006) 136,000 employees

Source: Bureau of Labor Statistics [2007 wage data](#) and [2006-2016 employment projections](#)

7. WEB DEVELOPER

Job Description

Consults with clients and other project team members to design, build and manage web sites.

Develops installation programs for websites. May negotiate contracts/agreements with software vendors and other internet companies. Has knowledge of a variety of concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others.

Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Required Skills

ASP.NET, ASP, VB.NET, VB, minimal C++, Javascript, Oracle DB, Crystal Reports US Citizenship or Green Card is required.

8. Web Developer

JOB DESCRIPTION

Web Developer position is part of the Marketing Department. The Web Developer will participate in the development, design, maintenance and repair of company standard web sites (example urls will be provided). Web Developer must be creative and possess excellent design and conceptual skills in combination with an in-depth knowledge of technology and software applications used to create web pages. The project will consist of working on 3 existing web sites and creating 1 brand new website.

JOB REQUIREMENTS

EXPERIENCE, EDUCATION, CERTIFICATION:

Required:

- At least 3 years relevant work experience in Web Development and Design.
- Creative, excellent design skills
- Demonstrated experience with PHP 5, HTML, XHTML, SQL, CSS, JSP and Photoshop.

Nice to Have (Not Required)

- Bachelors degree in Fine Arts or Graphic Design a plus.

9. Web Developer/Programmer

We have an immediate need for a (Java) Web Developer with excellent communication skills and the ability to coordinate complex problems. Incumbent will work on a variety of projects primarily involved with web application development including database/optimization.

Incumbent will work with E-Commerce Manager as well as end users to design online applications that are friendly to use; overall navigation flow, layout and possibly the creation of individual graphic elements will be involved.

Position will be 50% new development and 50% application support.

Education /Experience:

- BS degree or equivalent education and experience in the business information technology field.
- 3+ years experience in Java/J2EE development, Microsoft SQL Server, and HTML.
- Property and casualty insurance, specifically workers' compensation and/or general liability or umbrella experience preferred.

10. Senior Web Developer

JOB PURPOSE:

Develop high-performance and highly scalable web based applications, using Microsoft Visual Studio (.NET, C#)

Develop complex web pages using PHP, CSS, HTML, DHTML, HTTP/HTTPS, JavaScript, Vb script, VB.NET ESSENTIAL

JOB RESPONSIBILITIES, DUTIES, TASKS:

- Develop high performance and scalable web pages, using .NET in C#
- Working knowledge of HTML, DHTML, PHP, CSS, JavaScript, XML
- Write technical specs used in order to build web site application, based on requirements specs
- Unit test web sites, and follow corporate SDLC
- Adheres to department coding standards
- Proficient with Microsoft .NET Technologies (Visual Studio .NET)
- Proficient in HTML, DHTML, PHP, CSS, JavaScript, XML
- Is a self starter, works well with little direction

11. Web Developer (non-exempt)

Key Responsibilities

- Develop, modify, unit test and maintain web-based applications on both internal and consumer facing websites.
- Work closely with IT and other Web Developers to help design & develop web applications, and assist in their ongoing support and maintenance.
- Guides the development of high-level content, design standards, information architecture and interface, web-client standards, web-based database access resources, web-authoring support systems and related procedures and documentation.
- Assists in planning and ensuring that a project tracks to resources, time to market, and budget constraints.
- Proposes workable solutions to problems by analyzing business and technical trade-offs among alternatives.
- Sets and meets deadlines with quality deliverables, effectively adapting and modifying plans based on changing data or conditions.
- Ensures that the appropriate documents exist and are broadly communicated to drive shared vision among the North American and International teams
- Creates clearly understandable & actionable success criteria, objectives, and requirements and communicates them to the team.
- Manage multiple, complex timetables successfully in a collaborative fast paced environment.

Section X, Community Volunteers/Evangelists (exempt & non-exempt)

1. Technical Evangelist

We are looking for a top-notch candidate who is passionate about evangelizing our latest web technologies with a focus on ASP.NET and Internet Explorer.

You'll be at the forefront of the latest web innovations in the company, working closely with leaders from multiple product groups to craft and convey a compelling vision for the web based on the XXX platform. In this role, you'll work closely with the Internet Explorer and ASP.NET product teams to understand the complete range of functionality available in current and future generations of our web technologies.

You'll use that knowledge to create and share compelling and memorable content and demos, work with global websites to create killer web experiences, equip the field evangelism organization to compete locally, and drive customer feedback back into the products. The successful candidate will have a strong background in developing web applications, and equally strong ideas about what Microsoft needs to provide to the community in the way of documentation, guidance and tools.

Specific responsibilities include:

- Working with other evangelists, account managers, and product teams to build and refine technical messaging, presentations, demos, and other content;
- Being a core part of the team for world-class events like the PDC and MIX;
- Driving showcase wins that demonstrate the value of the Microsoft web platform;
- Researching and analyze specific technologies and industries, as well as feedback from the developer community;
- Preparing the Microsoft worldwide field to carry your message to their local customers and partners;
- Engaging with the developer community through blogs, newsletters, videos, events, etc. to build awareness and excitement.

Basic Qualifications

- Bachelors degree in computer science or related area;
- At least five years? experience as a senior developer using ASP.NET and other web technologies;
- Demonstrated leadership in the developer community (e.g. book author / presenter / user group leader / developer blog).

Additional Qualifications

- Solid technical background and development experience with ASP.NET and JavaScript;
- Experience with competing technologies such as **PHP**, ColdFusion, Ruby on Rails;
- A blend of curiosity, creativity, persistence, diplomacy, passion and optimism;
- Unbridled enthusiasm for fostering a successful web developer community;
- Knowledge of technology trends, industry participants and leaders;
- Deep analytical skills enabling comprehension and development of complex business

- and technical issues, topics and plans;
- A methodical and organized working style; demonstrated ability to manage multiple opportunities and projects concurrently.
-

2. Community Evangelist

The ideal candidate would need to have a good understanding of the Mozilla technology (CSS, XUL, and JavaScript). The ability to develop and maintain a community of developers and/or group users is absolutely necessary! (as I'm sure you would have understood it)

About my client? An amazing group of 18 talented people who are highly passionate about their product. As their success is growing, they need to expand their team.

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