



JOB POSTING

Website Content Coordinator

Company: Visit Aurora
Location: Remote
Status: Temporary/ Part Time
Reports to: Director of Communications
Deadline: May 10th 2017

Job Summary: Visit Aurora is looking for a talented Website Content Coordinator to manage all web content and projects related to visitaaurora.com. In addition to writing, editing, proofreading new content for the website, this person will also be responsible for contacting businesses directly for existing content, photography, as well as any additional amenities that promote their business. The Website Content Coordinator will work closely with the Director of Communications to publish content for the website. They will also be required to assess, report, and correct any technical challenges in displaying the content. Basic knowledge of formatting, editing, and enhancing photography required.

Qualifications: Successful candidates should have a high level of initiation and ability to work with minimal supervision; Superior writing/ editing skills with a strong technical background in WordPress, basic HTML, Adobe Photoshop/ Lightroom, and digital media; Experience in application programming interfaces preferred but not required; Strong communication and organizational skills; Bachelor's Degree in English, Journalism, Public Relations, Marketing, or related industry preferred; Outgoing and enjoys uncovering a unique angle to every story.

About Visit Aurora: Established in 2010 as one of Colorado's newest tourism organizations, Visit Aurora contracts with the City of Aurora to position Aurora, Colorado, as a premier destination and spread awareness of its regional and national accomplishments.

Tourism supports 7,000 jobs in Aurora and is a \$19 billion industry per year. It also saves each Aurora household hundreds of dollars in taxes every year. In total, Visit Aurora works with 54 hotel partners (over 9,000 rooms), and it partners with the Chamber of Commerce, Aurora Economic Development Council, Aurora Sister Cities, Fitzsimmons Redevelopment Authority, and the City of Aurora to create a business and visitor friendly environment for all.

To Apply: Please email resume, cover letter, and references to randiwestervelt@visitaaurora.com by May 10th to be considered for the position.