



**BOREAL COMMUNITY MEDIA
JOB DESCRIPTION: DIGITAL PROJECT MANAGER
CONTRACT FOR SIX MONTH POSITION**

Boreal Community Media is seeking a Digital Project Manager to oversee development and day-to-day content management of a new digital initiative being developed for our community.

The duration of this initiative is anticipated to be 6 months. The number of hours per week is flexible per negotiation with the qualified candidate.

A Project Manager at Boreal Community Media has well developed project management, client partnering and communication skills and has a proven track record managing multi-disciplinary teams delivering projects on time, on budget and to the everyone's satisfaction. The Project Manager is responsible for the day-to-day management and delivery of digital content and working with a digital content management system.

The Project Manager's responsibilities will include:

- Collect, create, edit and publish engaging content for this digital initiative
- Edit, proofread and improve contributors' posts and content
- Liaise with content writers to ensure brand consistency
- Optimize content according to SEO
- Use content management systems to analyze website traffic and users engagement metrics
- Manage content distribution to online channels and social media platforms to increase web traffic
- Ensure compliance with law (e.g. copyright and data protection)
- Stay up-to-date with developments and generate new ideas to draw audience's attention
- Collaborating with Web Services and Information Technology on development of a central resource for sharing information on the digital initiative.
- Collaborating with internal team members and Subject Matter Experts to create required digital content and supporting documentation, reporting and deliverables.
- Assisting in identification and procurement of digital tools for project use.
- Facilitating resolution of any concerns/complaints related to creation, development of execution of the programs and content, services and activities.

REQUIRED QUALIFICATIONS:

- Minimum of 2 years experience in digital operations, web development, content management, web publishing, digital asset creation, project management or similar roles.
- Demonstrated project management skills: must be able to build consensus and enthusiasm among stakeholders at all levels, and provide clear documentation of progress and deliverables.
- Experience with budget management and project expense tracking
- Excellent organizational, verbal and written communication skills.
- Experience working effectively in highly collaborative, team oriented environments.
- Experience in working basic IT software packages and programs such as Word, Excel, PowerPoint, plus Wordpress or other content management systems. Apple Mac experience is a plus.
- Knowledge of SEO and web traffic metrics
- Familiarity with social media platforms
- Excellent writing skills in English
- Attention to detail

Job Type:

- Contract

Job Location:

- Grand Marais, Minnesota
- Some work can be done remotely if candidate has access to high speed broadband internet service or the equivalent.

Required education:

- 2-3 years of post-high school education or technical training in the digital space

Required experience:

- Previous project management experience
- Digital operations, web development, or project management