

**TITLE:** Web Coordinator**LINE MANAGER:** Katalin Plummer**SALARY:** \$700,000CLP post tax + healthcare**WORKING HOURS:** 08:30 - 17:00 CST**STARTING JANUARY 2020**

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**GENERAL DESCRIPTION**

As a web coordinator, your primary responsibility will be to write content for tourism websites. Other responsibilities include (but are not limited to) market and competitor research, communication with the client, and building sites according to your content. You will also contribute to the TourismTiger blog with 2 blog posts monthly, and may be asked to write blog posts for clients as well. **Please note that this is an in-house job and cannot be done remotely. Preference for applicants with demonstrated writing and WordPress experience.**

**RESPONSIBILITIES & DUTIES****GENERAL**

- Liaise with your line manager
- Manage your own time and workload and ensuring deadlines are met (content creation, site build, etc.)
- Work in a team environment
- Contribute to the TourismTiger blog (minimum 2 blog posts per month) and making videos for blog posts to post on social media
- Log hours spent on each project at the end of each working day

**NEW PROJECTS****Research & writing duties**

- Research and understand client market, competition, target audience, key business goals
- Write bespoke content for all pages of new sites (tour pages, homepages, FAQs, etc.)
- Select photos for sites
- Collaborate with design on photo selection and structure of sites
- Engage with team members to troubleshoot, brainstorm, and collaborate throughout the project lifecycle of your own and other projects

**Process duties**

- Lead the project from start to finish (with the help of your line manager)
- Communicate with clients through content creation and site build process
- Work with clients to make amendments to content/site once written/built
- Manage client expectations

- WordPress template limitations
- Client's expectations/preferences vs. proven best practice
- Prepare for and attend onboarding calls with clients
- Prepare for and lead content calls with clients

**EXISTING PROJECTS**

- Transfer assigned sites from TTV1 to TTV2
- Implement new features across TTV2 sites
- Add new tour and admin pages within agreed timelines
- Execute large-scale site changes along with small changes to photos/content
- Conduct SEO reviews (training to be provided)
- Complete tasks from review call (assigned by your line manager)

**NEW & EXISTING PROJECTS**

- Build new, structurally creative pages in WordPress
- Build sites and complete with content using TourismTiger's WordPress template
- Integrate booking software to sites