Gospel Outreach
Job Description
Web Content Editor

Reports to: Director of Marketing

Summary: The web content editor is responsible to create, edit, and manage digital content for the Gospel Outreach website.

Duties and Responsibilities:
- Craft engaging and error-free content that aligns with Gospel Outreach's brand, communication style and goals.
- Implement search engine optimization (SEO) best practices to enhance visibility and improve search rankings.
- Work with marketing and design teams to develop content strategies and ensure a cohesive brand message.
- Maintain a content calendar, monitor web traffic, and analyze content performance metrics.

Essential Knowledge, Skills, and Abilities:
- A passion for the mission of Gospel Outreach
- Proficiency in content management systems (SMS) and familiarity with HTML/CSS for basic content formatting.
- Strong writing, editing, and organizational skills.
- Basic understanding of SEO and digital marketing.

Schedule: Flexible