The Bandon Chamber of Commerce is seeking a web content manager:

Contribute to Bandon's dynamic business community and growing tourism industry. The content manager reports to the BCC executive director and collaborates with the chamber communications manager, member committees and Visitors Center volunteers. Previous CMS experience preferred. This is a non-staff, contract position; pay DOE. Training provided.

Responsibilities include posting/publishing web text and images:
pages and blog
event calendar
business listings
email marketing app

Skills:
Operate content management system and email marketing app
Copy editing and proofreading
Photo/image editing

Hours:
Average 5 hours per week, plus special projects
Growth potential

Additional Requirements:
Content manager must be able to work from home or personal office, with access to computer, internet, word processing and photo editing software. The contractor will be responsible for managing web account information and BCC contact lists; candidates must agree to sign a confidentiality agreement and allow the Bandon Chamber of Commerce to conduct a criminal background check.

Applicants are invited to submit this questionnaire, with a resume and references, in person at the Bandon Visitors Center, 300 2nd Street, in Old Town Bandon.

–or–

Send electronic submissions to:
bandoncc@mycomspan.com

–or–

Mail submission to:
Bandon Chamber of Commerce
Julie Miller, Executive Director
Post Office Box 1515
Bandon, Oregon 97411

Web Content Manager Questionnaire
Please answer the following questions. All sections are required.
Applicants are invited to submit the completed questionnaire with a professional resume.

CONTACT

Full Name _____

Mailing Address _____

Telephone _____ Email _____

How many ours per week would you like to work?   up to 5 _____   5-10 _____   10 or more _____

Are you available for special projects, once or twice per year, in addition to regularly scheduled content management?

Yes _____   No _____

How did you learn about this position?

Referral from a chamber member _____   Word of mouth _____   Coffee Break _____

QUESTIONNAIRE part 1

Please describe your website management experience.

Do you have experience with web Content Management Systems?

Professional work _____   Volunteer work _____   Personal _____ None _____

List CMS platforms: _____

Do you have programming experience?

Professional work _____   Volunteer work _____   Personal _____ None _____

Program language: HTML _____   Java _____   PHP _____   CSS _____   Other _____

Do you have experience with email marketing?   Professional work _____   Volunteer work _____   Personal _____

List e-marketing applications: Constant Contact _____   MailChimp _____   Other _____

Describe your level of skill with proofreading and copy editing.

Excellent _____   Good _____   Moderate _____   Low _____

QUESTIONNAIRE part 2

Please describe your office.
(This information is useful when trouble-shooting website functionality, appearance, etc.)

Describe your internet access.

Fiber/DSL _____   Cable _____   Satellite _____   Other _____

What computer and operating system are you using?

_____

What is your preferred internet browser?

Chrome _____   Safari _____   Internet Explorer _____   Firefox _____

Do you have license or subscription to

Microsoft Office software, Word, Excel, PowerPoint: Yes _____   No _____

Level of experience: Novice _____   Professional _____

Multimedia software, such as Adobe Creative Suites?   Yes _____   No _____

Level of experience: Novice _____   Professional _____

List software: _____

Please note any additional tools or experience you believe are relevant to this work assignment.

_____

_____

_____

SIGNATURE

By signing, (hand-written or electronic signature), you confirm that the information in this questionnaire and accompanying professional resume are true, to the best of your knowledge; and you agree this information may be shared with Bandon Chamber of Commerce members contributing to the organization's web development.

_____
Print name   Sign name   Date

Bandon
Oregon Chamber of Commerce