

## CPRS Vancouver – Content Manager Job Description

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CPRS Vancouver is looking for an enthusiastic and motivated volunteer communicator to assist with the content planning, writing, and scheduling of posts for the CPRS Vancouver blog and website in the role of Content Manager.

You'll join a team of volunteers who are passionate about communications and public relations, and be responsible for planning and managing external content for the chapter. CPRS Vancouver's Blog, combined with website content and social media are the staples of the chapter's communication, used to provide informative and relevant content for our members. Your duties will also include managing a small team of writers, assigning stories, editing content, and ensuring content deadlines are met.

### Who are we looking for?

Our ideal candidate is a professional-communicator with proven creative writing skills and content/time management skills. As a Content Manager, you should perform well under deadlines and be detail-oriented. If you would like to give back to the Vancouver communications and public relations industry, put your skills to use to gain valuable practical experience, meet new people in the field while having some fun, we would like to meet you!

### Responsibilities

- With assistance from the Communications Director, develop and maintain content strategy (ie: editorial calendar) aligned with short-term and long-term goals for the chapter.
- Collaborate with a team of writers, CPRS Vancouver Board of Directors, and subject matter experts to develop compelling content for external communications.
- Create engaging content.
- Edit, proofread and improve writers' posts.
- Liaise with content writers to ensure brand consistency.
- Develop an editorial calendar and manage a committee to assign stories to writers and manage deadlines.
- Stay up-to-date with chapter/industry trends and developments to help generate new ideas to draw key target audience's attention.

### Requirements

- Current CPRS Vancouver member (full, affiliate or student member or subscriber)
- Proven experience as a Content Manager (a combination of education and other volunteer work or work experience will also be considered)
- Hands on experience with MS Office
- Excellent writing skills in English
- Attention to detail
- Good organizational and time-management skills

### **Compensation and commitment**

The Content Manager role is core to the Communications team and necessary for the chapter to create interesting, thought-provoking, and relevant content for our members. Although this is a volunteer role, a quarterly stipend of \$450 will be provided to the right candidate.