

MILESTONES AUTISM RESOURCES

Digital Content Producer

Milestones Autism Resources is a non-profit organization dedicated to improving the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information. Milestones' core programs are: an annual conference, coaching, adult services and online resources at www.milestones.org.

Milestones Autism Resources is seeking a digital content producer to join our team.

Position Description:

We are looking for an individual with exceptional skills and a passion for creating and distributing content across different media. As the digital content producer you will be responsible for writing a monthly e-newsletter, a quarterly donor newsletter, writing or eliciting guest writer blog posts, and posting content on the website and associated social media channels. You will generate original content as well as curate content taken from our online resources to share in different media. As a member of the Milestones team, the ideal candidate must demonstrate a collaborative working style and exceptional communication skills as well as work well independently.

We offer candidates the chance to make an immediate impact as part of an engaged, passionate team that presents an annual regional conference for 1,200, curates a website of over 1,000 resources, provides a free helpdesk, and offers consultative services and trainings.

You'll be expected to leverage your established digital expertise and social media skills to increase awareness and improve SEO for the organization's digital presence.

Essential Duties and Responsibilities:

- Manage the content flow on the home page, landing pages and article pages of milestones.org, adding metadata, hyperlinks, images, info boxes and additional digital content to all articles on the website.
- Determine appropriate schedule for posting and broadcasting all online content.
- Edit and publish wire content for publication-readiness, including clarity, fairness, legality, spelling, grammar, punctuation and style.
- Meet weekly deadlines for assigned print assets.
- Compose online headlines and summaries, taking into account SEO principles and keywords.
- Optimize, aggregate and package assets for print and digital publications.
- Collaborate with guest writers to post stories on schedule.
- Collaborate with Communications Coordinator to develop and continue to evaluate best practices to meet organizational goals.
- Produce e-newsletters, including managing the content, design and sending of e-newsletters.
- Collaborate on responding to and disseminating responses to breaking news.
- Write, photograph and produce videos for digital platforms (including website and social media).

Education and/or Work Experience Requirements:

- Minimum of Bachelor's degree in journalism, communications, design or associated concentration with an emphasis on online competencies or professional equivalent.
- Minimum 2-3 years hands-on experience in a professional environment.
- Deep understanding of digital tools, trends, and best practices.
- Advanced knowledge of social media and how to engage the public on digital platforms, including Facebook, Twitter, YouTube, Instagram, Periscope, etc.
- Photography and videography expertise.
- Strong digital production skills, including video editing and multimedia production.
- Fluency with Adobe Creative Suite, Final Cut Pro, Avid and Microsoft Office.
- Knowledge of HTML and CSS preferred.
- Familiarity with Constant Contact or other email marketing service.

- Experience using Blox CMS or other similar management system.
- Exceptional decision-making, planning and organizational skills.
- Self-motivation and self-directed toward achieving excellence.
- Effective communicator who is able to work well with and adapt to diverse personalities in a fast-paced and competitive environment.
- Ability to multitask and excel under intense deadline pressure.
- Work collaboratively within a cross-functional environment, which includes editorial, sales, design and other departments.
- Must embrace peer-to-peer feedback, training and coaching.
- Apply innovative, creative thinking to support the company's goals.
- Proficiency in grammar and AP style a must.
- Flexible and open-minded.
- Position involves some weekends and evening assignments.
- Must have reliable transportation and a valid Ohio driver's license.
- Knowledge of autism community helpful, but not required.
- Strong desire to be part of a team and passionate about improving our community

We value a culture of collaboration and professional and personal growth for all team members.

Milestones provides a competitive salary, healthcare, paid time off that increases with tenure and a generous company holiday schedule.

Application Requirements:

If you identify with our values and feel strongly that you could contribute to our team, we encourage you to submit your cover letter, work samples, 3 professional references and resume to jobs@milestones.org. Please include "Digital Content Producer" in the subject line.

Working Conditions and/or Physical Requirements:

- Physical requirements associated with office working environment
- Ability to operate standard office equipment
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

Location for work: Warrensville Heights office

Position: Full-time, Salary based on experience, exempt

Milestones Autism Resources is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.

Milestones will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Milestones is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.