

### Job Description

#### Blog Production Coordinator

Part-time

Volunteer Employee

#### Responsible to

Chief Communications Officer (CCO)

#### Summary of primary job functions

The Just Ask Prevention Foundation is a 501c3 that works to educate our youth, adults and our community about the signs of human trafficking in order to keep our teenagers safe. We know that a well-informed public will decrease the ability of traffickers to operate, and inspire victims and survivors to come forward and ask Just Ask for help. Just Ask’s ability to successfully carry out its mission is highly dependent on a cadre of volunteers with a wide variety of skills and abilities.

Just Ask is looking for a skilled, enthusiastic, and innovative blog production coordinator to oversee the development and promotion of its routine blog and news posts. These products afford Just Ask the opportunity to explore and share information on a particular human trafficking-related topic. Examples of previous blog offerings are located at <https://justaskprevention.org/news/>

Just Ask has a community of volunteer writers with varied skills and interests who support the development of material on an as-needed basis, determined by the blog production coordinator. The blog production coordinator will also be expected to coordinate with Just Ask partners and sponsors to publish content supporting joint efforts.

Just Ask’s blog production coordinator will balance the creative needs of our staff with production deadlines and stakeholder needs.

### Duties and Responsibilities

- Oversee all aspects of the blog and news post production cycle, from initial team conversations to decide appropriate, timely post topics and identify content developers, to the final stages of production, publication, and promotion of the post.
- Liaise with other departments, and external stakeholders as necessary, throughout the production process to ensure materials are delivered accurately and on time.
- Contact colleagues regarding changes to the material content or delivery timeframe.
- Coordinate content proofing and approval before delivering the final files to the webmaster and others as necessary for publication and promotion.

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- Assist with the execution of the media plan for each project, including collaboration with the social media manager to ensure the proper placement of promotional materials within various outlets.

### Qualifications

#### **Mandatory:**

- Hold a bachelor's degree and/or equivalent work experience in business operations.
- Knowledge of editing and proofreading, with a strong attention to detail.
- Possess prioritization and organizational skills.
- Possess problem-solving and communication abilities.
- Well organized and good at delegating work in a team environment, particularly with a primarily volunteer workforce.

#### **Desired:**

- Bachelor's degree or equivalent work experience in marketing or a relevant field.
- Project management experience.