OKAHOMA TOURISM & RECREATION DEPARTMENT
VACANCY ANNOUNCEMENT
#074-14

TITLE:	Digital Content Writer (3143) Unclassified
LOCATION:	Travel Promotion – First National Center - OKC, OK
SALARY:	$33,000.00 Annually plus benefits
OPEN DATE:	**February 20, 2014**
CLOSE DATE:	**April 21, 2014**
EDUCATION AND EXPERIENCE:	Bachelors degree in journalism, communications, English or other program with emphasis on written communication skills and at least two years experience using Excel and Word.
HOW TO APPLY:	**Submit a Resume, Cover Letter*, and Writing Sample of 500-1,000 words during the announcement period listed above to:**

Human Resources Division
Okla. Tourism and Recreation Department
120 N. Robinson, Suite #600
OKC, OK 73102
Phone : 405-230-8350
Fax: 405-230-8550

* Cover Letter must include an accurate address and telephone number, as well as the title of the position for which you are applying.

TO BE CONSIDERED:

- Any individual may apply for an unclassified posting.
- OTRD is an Equal Opportunity Employer
- Resume, Cover Letter, and Writing Sample must be postmarked by 5pm on the closing date of the job announcement

Digital Content Writer (3143)

Unclassified

BASIC PURPOSE:

Under the supervision of the Digital Content Editor, maintains current information about restaurants, lodging properties, attractions, events and industry contacts in the TravelOK.com database as assigned. Makes outbound calls to collect information used to create new listings or to enrich existing listings. Writes site content such as articles, photo captions and video descriptions as assigned.

TYPICAL FUNCTIONS:

Duties may include but will not be limited to:

- Researching and making updates to the TravelOK.com database of information about restaurants, lodging properties, attractions, events and industry contacts.
- Verifying that database listings conform to OTRD's criteria for inclusion.
- Editing information submitted by industry members through the data engine to ensure accuracy, adherence to criteria and grammatical correctness.
- Writing and reviewing articles, photo captions and video descriptions to ensure that text is accurate and that only current information is presented on the site. May review and approve user-generated content such as photos, videos, vacation stories and comments.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Type at least 40 wpm accurately; experience using Excel and Word; outstanding spelling and grammar skills; attention to detail and ability to concentrate for long periods of time; good oral communication skills; ability to build and maintain relationships with tourism industry members; the ability to manage projects and work independently.

EDUCATION AND EXPERIENCE:

Bachelors degree in journalism, communications, English or other program with emphasis on written communication skills and at least two years experience using Excel and Word.