



# Helping good happen

Over 20,000 nonprofits and socially minded companies have used FrontStream's fundraising software to power their auctions, charity events, peer-to-peer and online fundraising, and employee giving. Simply put, we help our customers raise more for their causes, and do more good in their communities.

## POSITION: Content Specialist

### THE ROLE

FrontStream is looking for a seasoned content specialist to guide and develop the content creation process for our brand. As a content specialist, you will be required to research and define desired target audiences, manage the content creation and publishing process, and monitor consumer and content metrics. If you're an expert storyteller and possess excellent knowledge of consumer and content trends, we want to talk to you!

### WHAT YOU'LL DO

- Meeting with the marketing and sales team to ideate and define content goals.
- Researching content and consumer trends to ensure that content is relevant and appealing.
- Developing content strategies to reach the desired target audience and marketing goals.
- Creating content for a variety of platforms including blogs, websites, and social media.
- Proofreading and editing content before publishing.
- Ensuring that SEO and SMO strategies are effectively implemented.
- Managing content calendars and ensuring that the content remains consistent across all platforms.
- Coordinating with the marketing, design, and writing teams to ensure the timely delivery of assignments.
- Tracking content analytics and generating reports and presentations.
- Keeping up to date with content trends, consumer preferences, and advancements in technology.

### WHO YOU ARE

- You have a bachelor's degree in literature, journalism, marketing, communications, or similar.

- You have a minimum of three years of experience in content creation, marketing, communications, or similar.
- You can present a portfolio of published work.
- You possess a familiarity with content management systems such as HubSpot and HootSuite.
- You have excellent computer skills with MS Office and Google Suite.
- You have a good knowledge of various content platforms such as social media, blogs, and print media.
- You hold a strong understanding of content practices such as SEO, SMO, and PPC.
- You possess excellent written and verbal communication skills.

## OUR AWESOME BENEFITS

- 100% Remote Work! No more “when will we have to go back into the office” worries. FrontStream supports remote employees all over North America
- Complete health, vision, and dental insurance
- FSA & HSA
- No rigid vacation policy, instead FrontStream provides employees with “Responsible Time Off” – we trust you to take the time you need when you need it
- Paid holidays
- 401(k)with employer match

## DIVERSITY STATEMENT

At FrontStream, diversity is fundamental to how we grow and manage our business. We're committed to building a diverse workforce that cultivates and supports individuals of all backgrounds, and we strongly encourage people of different races, ethnicities, sexual orientations, gender identities, veterans and persons with disabilities to apply. FrontStream is an equal opportunity employer, and we will welcome everyone to our team!

# Interested?

Submit your resume to [careers@frontstream.com](mailto:careers@frontstream.com) with “Content Specialist” in the subject line.