



Champalimaud Foundation

Position: Web and Social Media Content Manager

The application for one position is open for a website and social media content manager. The ideal candidate for this position will have proven experience designing and maintaining complex content matrices and scheduling systems, be at ease tracking to delivery large amounts of information across several medias and have a blend of editorial skills (copy writing, social media best practices) and technical knowledge (CMS, software development, film production & post). They must be able to show prior experience planning, producing, editing, managing and publishing content for a website or other digital property (campaign, mobile app, etc.).

Responsibilities: To manage the creation of content for web across the organisation while being an internal advocate and consultant. Working closely with internal and external teams, you will support and encourage all stakeholders to take advantage of multiple information platforms and distribution methods, provide technical advice and support on the use of digital techniques, media and channels to achieve their goals.

- Producing original editorial content / ensuring accuracy of new and pre-existing content meets style, tone and marketing strategy, as well as reflecting the CF brand;
- Working with internal teams and external vendors to produce original interactive content;
- Uploading content day-to-day in a custom content management system;
- Aiding “internal clients” in their adoption and use of CMS and scheduling tools, act as in house “point-person” for CMS related queries;
- Driving organisational change and engaging internal stakeholders to enable good content practice (fresh content, SEO Optimised);
- Collect and produce website statistics for analysis.



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Essential Experience & Skills:

- Prior experience (2-4 yrs) in an integrated production environment: digital, TV, film, video, social, etc.;
- Experience with Content Management Systems and web publishing
- Experience running projects with different methodologies (Agile, Waterfall, Kanban, etc.) ;
- Ability to demonstrate the range of experience through an online portfolio of work;
- Experience using Office, Keynote, Adobe Creative Suite and MS Project;
- Experience managing multiple stakeholder teams and clients (internal & external) across timezones;
- Great Interpersonal skills to work effectively with contributors, designers and webmasters;
- Excellent skills in writing/editing for the web, in Portuguese and English, with good eye for detail
- Good organizational skills to collate material from multiple sources and produce web content with consistency and within tight deadlines;
- A sound understanding of best user experience principles and practice;
- Prior education or experience in scientific or medical fields is valued.

Application documents: motivation letter, *curriculum vitae* and portfolio should be sent by e-mail with the subject *Web and Social Media Content Manager Position to com@fundacaochampalimaud.pt*

Eligible candidates will be invited for an interview for further evaluation.

Form of advertising/notification of results: candidates will be notified about the final decision by e-mail.

Application period: from 14/09/2015 until 30/09/2015.