

Content Management Specialist

We are looking for a dynamic individual to join our team. This person will be responsible for formatting, preparing, and posting Compliance Services, Law Surveys, Advance Laws, Proposed and Adopted Regulations, and Administrative Material on to the ACLI website. Emphasis on textual rather than graphic material.

The ideal candidate will have a bachelor's degree (or equivalent experience) plus four years of experience with a word processing/desktop publishing software package. Experience with a web content management system required (Sitecore a plus) and familiarity with basic HTML coding, Microsoft 365 and pdf/HTML editors required. Familiarity/willingness to learn/use a project management tool (Asana, Microsoft Planner, or similar). Excellent proofreading skills and attention to detail. Ability to concentrate on tedious work and prioritize and work on several projects at one time. Strong problem-solving skills. Ability to be assertive, tactful, and even-tempered in gathering and clarifying information from a variety of people while assisting in research and editorial projects.

The ACLI offers a competitive compensation and benefits package. Interested candidates should email their resume to: HR@acli.com, ATTN: HR – Content Management Specialist