



Digital Content Administrator/Platform Manager

Position Summary

The Digital Content Administrator/Platform Manager will be responsible for managing and maintaining our organization's main digital platform, auxiliary digital properties and all media assets. The ideal candidate will have a mix of both website management and administrative skills. Please note coding skills are not required for this position, but are a plus. Fundamentally, you need to understand how the web works, including knowledge of web servers, CDNs, security protocols, cloud services, databases and CMS's. You have sound knowledge of popular languages used for building web apps and know how they should be hosted securely. Above all else you are extremely organized. Your enthusiasm for spreadsheets and your favorite project management tools is infectious. This position reports to and works closely with our Tech director and content departments to facilitate a smooth production line from content generation to distribution on social media channels. This is a full time position based in our Oakland, CA office.

Position Responsibilities

- Coordinate multi-department content production, site access, user profiles
- Implement best practice guidelines regarding content delivery,
- Ensure web content is being published following established best practices
- Train new staff on how to publish content to different digital properties
- Field requests from all over the organization to update any of the YR digital properties
- Manage web production tasks and timelines
- Make sure all web technologies are up-to-date, secure, and running efficiently
- Manage all platform servers, AWS and heroku
- Manage back-ups of all digital properties
- Organize and manage the digital assets library
- Suggest ways to improve digital content systems and protocols
- Troubleshoot and maintain existing digital platforms to ensure optimization and functionality
- Manage analytics

Skills & Qualifications

- Expert experience with WordPress and AWS S3
- Expert in organizing projects, managing many tasks and keeping to a timeline
- Ability to convince colleagues to follow best practices for publishing content
- Experience with, Excel, Google apps, Slack, Google Analytics and Photoshop
- Experience with project management software, Bootcamp and Trello are a plus
- Understand web technologies (FTP, browsers, basic HTML, CSS, frameworks, data files, web server, DNS, CDNs, cloud services)
- Experience with data management
- Experience web server administration, including familiarity with IaaSs and PaaS.
- Ability to collaborate with people from diverse backgrounds, highlighting teamwork and problem-solving
- Communicate effectively, both verbally and in writing
- Minimum 2 years of web content management experience

About Us

Headquartered in Oakland, CA, Youth Radio is a one-of-a-kind, youth-driven production company which, through a variety of outlets including our own platform, reaches audiences in the tens of millions. YR is the winner of multiple journalism honors including the Peabody, Columbia-Dupont, Kennedy, Murrow, and White House Awards.



We are at a pivotal point in the organization's life as we enter into an exciting phase of growth and expansion as a national network. As we grow, we seek exceptional talent with an entrepreneurial spirit, who can lead us to the future of Youth Radio.

At Youth Radio we hire smart, passionate people who connect with our values and seek a collaborative environment where employees can do their best work. We seek people who are hard working, creative, fun and driven to go above and beyond to take our organization to the next level. We hire people who believe in the talent and potential of every young person and consider it a great opportunity to collaborate with them to create something new and important.

Contact

To apply send resume, cover letter, and samples of work to hr@youthradio.org. Please put "Digital Content Administrator/Platform Manager" in subject line. No calls please.

We are committed to the principles of equal opportunity and diversity and to attracting and supporting a staff who represent the rich diversity of the communities we serve. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age, marital status, veteran status, or mental or physical disability.