

Content Manager for Town of Stratford's Website

Start: Early to mid-November. In-house training can start in October.

Hours & pay: about 5-6 hours/week, pay rate is \$17.41/hour

Primary responsibilities

- **Website maintenance:** Regularly create, edit, and publish content such as news, public notices, events, and department updates using a Content Management System (CMS). We use WordPress.
- **Interdepartmental collaboration:** Work with various municipal departments to gather information and keep their sections of the website current.
- **Quality control:** Proofread and edit all website copy to ensure accuracy, grammar, and consistency.
- **Ensuring accessibility and compliance:** Make sure the website meets accessibility standards (ADA/WCAG) and any specific New Hampshire or federal regulations for municipal websites.

Skills and qualifications

- **Proficiency with a CMS:** Hands-on experience with content management systems like WordPress or other platforms.
- **Strong communication skills:** Solid verbal and written communication abilities for crafting clear, concise content and working with different departments.
- **Attention to detail:** Meticulous proofreading and editing skills are essential for accuracy.

To apply: Employment applications are available at the Stratford Town Office, Mon.-Thurs. 9-3:30 or download an [employment application](#).

For questions or more information, please contact Kitty Kerner, the current web person:

website@stratfordnh.gov