



We're Hiring!

Job Title: Web Content Specialist	Department: Digital Consulting
Location: On-site at client location in Peoria, IL	Reports to: Director of Digital Consulting

Our mission is to use the latest technology to help companies grow better. We want to use technology to change the way that companies find and interact with potential customers.

We're looking for a detail oriented professional to work collaboratively with our highly skilled, multi-talented team to support a large company's global website properties. Our ideal candidate thrives in an environment where they get to provide first level technical support, create training documentation and coordinate the training of others. This position is located on-site at our customer's location just a few blocks from ONEFIRE H.Q.

Ideal Skills & Requirements:

- Associates/Technical Degree or equivalent required (Bachelor's Degree preferred).
- Knowledge of general computer technology and specialized software including but not limited to Content Asset Libraries, Adobe Experience Manager, XML and HTML. Additionally, minimum of one year of previous experience with HTML required.
- Excellent written and verbal communication, including strong editing, grammar, and proofreading skills
- Experience in SEO optimization is a plus.
- Excellent organizational and prioritization skills, with some project management experience
- Possess critical thinking, analytical, and creative talent to develop a concept, idea, fact or content into a strong visual presentation that maximizes communication effectiveness.
- Demonstrated problem solving skills and follow-through
- Experience working cross-functionally with marketing, product management / segment management, Web producers / developers / architects.
- Proficiency in coffee drinking, pool playing, and potluck participation

Essential Job Functions & Responsibilities:

- Serve as subject matter experts in multiple software suites including but not limited to: Web-Based Content Asset Libraries, Adobe Experience Manager (AEM), XML and HTML.
- Manage assigned web content support inboxes. Assign work as needed to other support personnel.
- Complete all requests to update public-facing content in a timely manner.
- Troubleshoot authoring and content issues and implement technical processes to support 100+ websites on average.
- Troubleshoot author and security issues, reporting bugs or enhancement requests.
- Support content authors long-term. Includes reviewing consulting authoring steps to achieve a certain goal, provide walkthrough and governance, implementing marketing strategy.
- Enforce marketing standards and Best Practices across internal and public-facing websites.
- Enforce Search Engine Optimization (SEO) standards to increase organic traffic and lead generation on specified public-facing sites.
- Review security groups and user accesses in management platforms such as Adobe Experience Manager.
- Review author updates and content to be published on all sites.
- Develop training presentations and documentation for WCM software suites.





- Manage training session registration and AEM licensing for WCM authors.
- Lead and present training for global users.
- Attend governance and strategy meetings and be up to date on protocols.
- Deliver AEM internal training to authors globally.
- Communicate best practices, new enhancements and system updates through monthly presentations and ongoing system communications.
- Deliver and/or facilitate training using a variety of training aids and techniques appropriate for both internal and external clients.

Why ONEFIRE?

You'll spend a third of your life at work. We want you to work somewhere where you look forward to Monday.

Perks:

- Our HQ is located in the fast-growing Peoria Warehouse District
- Health club membership
- Fully-stocked break room with complementary food & drinks at H.Q.
- Plenty of PTO time to use as you wish
- Advancement opportunities with a growing company

Benefits:

- Retirement savings with company matching
- Stake-In-The-Outcome Incentive Bonuses
- Healthcare bonus
- Dental & Vision insurance

We need smart minds, ambition, and passion to help us grow. Find the job you love and join our team at ONEFIRE today! Email your resume to careers@onefire.com.

