

Web Content Manager

The Parelli method allows horse lovers at all levels and disciplines to achieve: success without force, partnership without dominance, teamwork without fear, willingness without intimidation, and harmony without coercion.

Founded in 1981 by lifelong horseman and teacher Pat Parelli, the Parelli Program combines common sense psychology and communication. Unlike many training programs, the Parelli method teaches the human, not the horse. Early on, Pat realized that horses already had all the skills they needed to thrive and relate with their kind. It was adding the human element that complicated things.

We are looking for a full-time Web Content Manager to create, develop and manage contents for the organization's Web presence at the Parelli Corporate office in Pagosa Springs, CO (must be willing to relocate).

Responsibilities include:

- Conduct regular reviews of content, ensure that online content is added to and deleted from the website in a timely and accurate manner.
- Source and deliver cleared online content.
- Act as liaison with production management and internal stakeholders on the completion of all deliverables.
- Keep current with emerging Web technologies.
- Provide continued follow-up with all parties.
- Maintain a consistent look and feel throughout all IT Web properties.
- Produce and/or acquire content for email newsletter and other online communications.
- Express superior verbal and written communication skills, specifically within a technical environment as it relates to online technology.

Required Skills:

- Highly organized, extremely detail-oriented, and able to multi-task in a fast paced, deadline driven environment.
- Exceptional communication and organizational skills.
- Advanced knowledge of HTML, Dreamweaver, Photoshop and experience with popular content management systems.
- Must be self-motivated and pay meticulous attention to detail.
- Proven ability to build consensus and work effectively within a cross-departmental team.
- Degree in Communications, English, Marketing or related field, or equivalent education and related training.
- Solid experience with Microsoft Excel skills and Word.

To be considered for this position, please send cover letter and resume to jobs@parelli.com with "Web Content Manager" in the subject.