

Job Title: Content Management Specialist
Department: Marketing
Reports to: VP of Marketing

FLSA status: Exempt
Classification: Full Time
Supervises: None

Ragnar exists to make life more awesome. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. Ragnar is the premier series of overnight road and trail running relay adventures in the United States. Physical labor, heavy lifting, and working some race weekends is a requirement. This job will average 40-50 hour work weeks at the office, in front of a computer.

We offer a great benefits package including 75% covered health care, 401K & match, open PTO policy, as well as one free Ragnar team registration per year.

Position Summary: Ragnar is seeking a Content Management Specialist to be a member of our Marketing Team. This role is responsible for aggregating, reviewing and creating branded content (within established guidelines) for multiple marketing platforms including but not limited to Ragnar websites and the Official Ragnar mobile application.

Essential functions and responsibilities:

- Primarily responsible for content modifications, additions, deletions within a web-based content management system.
- Collaborate with marketing, operations and technology teams to update the Ragnar mobile app and websites.
- Actively communicate with all team members to ensure race and marketing campaign timelines are met.
- Assist in technology testing new functionality, enhancements to existing functionality and bug fixes.
- Proactively monitor company websites and Ragnar app to ensure that information is accurate, current and grammatically sound.
- Perform image manipulation tasks such as creating thumbnails, image resize, file format conversion and simple image edits.
- Manage content work requests within a tracking system.

Qualifications:

- Bachelor's degree in Information Technology, Business, Marketing, Communications or equivalent experience in lieu of degree.
- Minimum 3 – 5 years relevant experience.
- Excellent written and verbal communication skills.
- Detail oriented and proficient in Associated Press (AP) Style writing.
- Ability to multitask, prioritize and shift tasks as needed to meet deadlines and milestones.
- Knowledge and/or experience with HTML, CSS, web analytics, and content management systems is a plus.
- Experience with website content development or site management.
- Knowledge of web and mobile standards and browser compatibility issues.
- Basic image editing skills.
- Ability to synthesize large amounts of information.
- Must have the ability to exercise independent judgment and discretion and make non-routine choices within established guidelines, with minimal supervision.

To apply: Submit your cover letter with salary requirements and resume to jobs@ragnarrelay.com



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