



## Job Description for Content Specialist – Full Time, Hybrid

### + Anglin Public Relations +

Anglin PR is a [marketing and PR firm in Oklahoma City](#) that specializes in communication strategy and implementation. We provide services ranging from social media and website, to strategic planning, customer, community and media outreach for a wide array of clients.

### + About our Culture +

We take a collaborative and thoughtful approach to helping clients. Communication is key. We thrive in a team environment, enjoy our work, value our colleagues' expertise and are eager to grow. Anglin PR is committed to equity in our hiring process and we welcome applicants of varied backgrounds who meet the below qualifications. We have a hybrid schedule and allow for some flex time.

### + The Job +

We are seeking a [Content Specialist](#) to research, write, and publish original content for social media, websites, blogs, email campaigns, news media and other channels. As time allows they may review digital analytics, monitor performance, report results and adjust and adapt to changing outcomes as needed. They will execute marketing projects for several clients and collaborate with the team in the implementation and maintenance of client programs and campaigns.

The ideal team member will have between 6 and 24 months of professional marketing and PR experience along with very strong skills in writing, including for social media and website. No previous agency experience required.

### The Skills

- + Writing and editing
- + Social media content creation
- + Analytic reporting, website maintenance and SEO
- + Research
- + Creative strategy and messaging

### The Responsibilities

- + Work with account managers to understand clients' needs and objectives
- + Execute work accurately and on time
- + Manage multiple ongoing projects efficiently and effectively
- + Stay in regular communication with team members to ensure everyone is on the same page
- + Be prepared to execute any of the following:
  - Create organic and paid social content
  - Write blogs, articles, news releases, guides, marketing materials and more
  - Create electronic newsletters: content, graphics, distribution lists and analytics
  - Website creation and updates

## Requirements

- + Strong writing and editing skills.
- + Strong interpersonal and relationship building skills, experience in dealing with multiple and diverse stakeholders.
- + Should be available at least 40 hours a week and to work in person at Anglin PR's Oklahoma City office at least 2 days per week. We allow some work-from-home scheduling.
- + If you have far more experience, check out our other openings.

## Bonus if you have

- + Working knowledge of digital tools, including: Google Analytics, social media, email marketing and website management (Wordpress, Squarespace, Wix).
- + Experience with social and digital ad serving tools such as Facebook Ads Manager, LinkedIn, TikTok and Google Ads.
- + Spanish fluency.

## Salary Range

\$40,000-\$46,000 depending on experience and "bonus" skills.

**+ Please Submit Resume and Portfolio with 2 Writing Samples to:+**

Anglin Public Relations

[jobs@AnglinPR.com](mailto:jobs@AnglinPR.com)

*no phone calls please.*