

Technology

ASSISTANT APP COORDINATOR



JOB DESCRIPTION

The Assistant App Coordinator role is responsible for aiding with all of the internal and external communication of COTW apps. They will work with all "Your Week at COTW" communication and copywrite.

REQUIREMENTS

The following are preferred or required:

- Strong attention to detail and design
- Strong writing, listening, and communication skills
- Flexibility, maturity, and organizational skills
- Basic understanding of technology and web development software
- Background in digital media

RESPONSIBILITIES

- Plan out and execute efficiencies with systems and schedules
- Think critically about user app experiences and optimize platforms for the best usage
- Be detail-oriented and capable of working with data entry, verification processing, and uploading content.
- Disciplined in creating timely, detailed, and engaging content
- Precisely adhere to the organization's brand and style guidelines, ensuring that we produce high-quality and error-free copy
- Assist with scheduling as needed
- Work alongside the Communication Coordinator, Recreation Director, Marketing, and Executive Offices to oversee access and availability of digital schedule and information for weekly cycles of COTW Member activities.
- Show flexibility, a positive attitude, and a willing spirit to learn outside your area of expertise
- Exude characteristics of a team player; show initiative in both individual and communal tasks.