

This is a great opportunity to lock in a solid, full-time gig for the next 9 months!

We're currently seeking a Web Specialist contractor for a unique "hybrid" role that requires both strong communications (writing & visual) and technical web administration skills. I realize this isn't a typical PR role, however I thought you might have an associate or vendor who would be a terrific fit -- and of course we will pay a referral fee. This is a full-time, 9-month contract position and will be based in-house at a major LA company (east of downtown).

Here are some more details:

1) Administration of select areas on a corporate SAP portal (company intranet). Because this company is using a portal environment, this is a much less technical position than other web admin work. Candidates do not need specific SAP portal experience. Candidates with other web admin experience will pick it up quickly -- and will be trained on the specifics. HTML is not an absolute requirement but a nice to have. Admin duties include adding new template-based pages, changing format of existing pages, tagging content for access by specific groups of portal users, posting content, monitoring metrics, etc.

2) Content development/management. Candidates will need solid writing skills to develop some original content, however, primarily the role entails re-purposing existing content for use on the portal. The successful candidate will be responsible for keeping content fresh, and working with others on the team to collect, edit/package (eg, PDF) and post material which may have been developed for other communication vehicles. Direction will be provided on how to post content on the portal (doesn't require highly technical skills).

3) Graphic design for use on portal and for printed posters to promote activities and events. Graphics skills are needed to support two main tasks. The successful applicant will design portal pages (similar but simpler than designing web pages since HTML is not necessary) which often include photos or other graphics. Also, this role involves creating printed posters that are used throughout the company to promote events, key messages, and detail "how to" information concerning the use of new systems. Skills include graphic design and layout, and experience with Photoshop, Illustrator or the equivalent.

Please let me know if this fits your background or if you can recommend a great candidate. As always, thanks for your time and consideration.

Best,

Jim

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