



Spanish Content Coordinator Job Description

Job Title	Spanish Content Coordinator
Reports To	Editor
Pay Scale	\$20.00 - \$25.00 an hour
Summary	This position will lead efforts to develop, curate, and edit materials and content for the Coffee Shop websites for the Spanish-speaking members of the roofing and trades community. This role will conduct interviews, edit articles and recordings that are in Spanish, as well as lead our efforts to effectively communicate with those who speak Spanish as their primary language in the trades.
RCS Core Values	<ul style="list-style-type: none"> • RCS Crew - Being part of the RCS Crew is to work in an environment that constantly uplifts, challenges and listens. No one person is more important than another with every crew member accountable to the overall crew success. Crewmates are humble working through teachable moments for themselves and others in a drama- free workplace. By embracing an unpretentious and respectful attitude, the inner strength of every RCS Crew member is reflected in the crew as a whole. • RCS Power - An RCS Crewmate is an adaptable partner always striving for balance and mutual trust. The power of RCS comes from investing in our crew as they evolve in their career and by providing opportunities to learn and grow. The Power of an RCS Crew member is their ability to adapt to a new situation, working as a part of a crew to accomplish what needs to be done while never losing sight of their true priority - taking care of themselves and loved ones. • The RCS Experience - Crew members, partners, contractors and everyone who interacts with RCS will feel respected, welcomed, wanted and valued. They will be inspired by the crew’s passion for their success and carry that through to their own lives and businesses. A true partnership, the RCS experience is built around honest, authentic conversations with full transparency into goal achievement. • On-it! - RCS Crew mates who are “On-it!” understand there is a sense of urgency with all tasks and are equally responsive to

	<p>messages, problems and inquiries from both customers and coworkers. “On-it!” crew members are tenacious – determined to succeed, see tasks through to completion and solve problems big and small. They are communicative about their time, questions, capacity and concerns.</p> <p>All employees of RCS will have demonstrated a commitment to the above core values.</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Conduct interviews with Spanish-speaking influencers • Edit Spanish language articles. • Assist with the editing of Spanish language podcasts and recordings. • Curate Spanish content. • Community outreach.
Knowledge, Skill and Experience Requirements	<ul style="list-style-type: none"> • Fluent in both written and verbal Spanish and English • Ability to translate Spanish to English and vice versa, both written and verbal • Strong relationship building skills and experience • Excellent organization skills • Great written and verbal communication skills • The highest degree of professionalism • Software expertise especially with Microsoft office suite i.e. PowerPoint, Word, Excel
Knowledge, Skill and Experience Preferences	<ul style="list-style-type: none"> • Construction industry knowledge and relationships • Technology sales and training experience
Education Requirements	<ul style="list-style-type: none"> • Bachelor’s degree or equivalent experience
Working Conditions	<ul style="list-style-type: none"> • Home office or remote office • Must own computer and phone