

Our Sunday Visitor

Date Posted: October 30, 2009

Job Title: Web Director

Job Summary:

Incumbent has the responsibility to establish a clear hierarchy and leadership for all things on www.osv.com. The individual will report to publishing and be in charge of maintaining the OSV's online corporate identity. The incumbent will also be involved in key discussions about published pieces generated by the Envelope division, making sure all editorial content, regardless of the origin, be subject to the same rigorous publishing standards. Incumbent needs to refine a process on how work can work best for OE and Publishing on the internet.

Essential Job Functions (*=Non-essential tasks):

- Analyze Google search trends and optimize blog/web content to convert traffic to sales
- Manage the team that provisions content across all OSV web properties
- Managing staff of Web content developers and writers
- Review content concepts and new product ideas in concert with OSV's Publishing committee to formulate web content features and products
- Work with publishing, marketing, advertising and sales as it relates to the Web initiatives that supports the overall OSV Web strategy
- Establish yearly budgets in conjunction with the Publisher to support web content strategies
- * Other duties as required

Requirements:

Experience:

- A minimum of 5 years in Publishing.
- A minimum of 3 years of directing or managing a Web department is required.
- A minimum of 3 years preferably in a senior-level position with broad exposure to operations, strategic planning and application and implementation.

Education:

- A Bachelor's degree in Journalism including multimedia storytelling or related field.
- A Master's degree in a related field is preferred.

Skills and Abilities:

- Ability to think strategically and act tactically
- A thorough knowledge of computing, web systems, security, net working and technological support services.
- Demonstrated experience developing purchasing contracts and maintaining contractual relationships
- Excellent emotional intelligence skills
- Previous experience in strategic planning
- Proven experience in team building and team development
- Previous experience in lean initiatives
- Mastery of applied computer and technical skills
- Ability to interface internally and externally to ensure high-quality outcomes
- Excellent oral, written and interpersonal communication skills
- Strong organizational and analytical skills
- Ability to manage multiple large projects simultaneously
- Strong management and delegation skills
- Ability to lead in a fast-paced environment
- Knowledge of the Catholic Church preferred

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).