



JEWELERS OF AMERICA

CONTENT/DATA ENTRY FOR WEBSITE – PROJECT BASIS

JOB DESCRIPTION

Organizational Overview: Jewelers of America is the national trade association for businesses serving the fine jewelry marketplace, with a primary purpose to promote confidence in the jewelry industry. Since 1906, Jewelers of America has been advancing the fine jewelry industry through advocacy in public, government and industry affairs; and is the leader in the development of responsible business standards among the jewelry industry.

Objective: Jewelers of America needs a responsible project-based hire to assist with data and content entry for a website launch who is available for immediate start. Responsibilities will include updating our jewelry image database and tagging product images based on categories, content entry to create web pages, some image editing and other project-related tasks as required. This project is short term and begins immediately. The role does not need to be local and can be performed remotely. Great experience and additional income for a student or professional.

Reports to: Communications Manager

Required Skills:

- Knowledge of basic HTML and WYSIWYG content entry and Excel
- Some image editing skills: resizing and cropping (Adobe Photoshop familiarity preferred)
- Experience working with website Content Management Systems
- Good written communications skills
- Attention to detail and solid organizational skills

Preferred but not required:

- Experience writing/editing or interest in marketing and communications
- Experience with Joomla

Schedule & Salary Information:

Project Fee: \$2,000. You would be paid on a project basis with completion requested by September 30th, but deadline could be flexible based on your schedule.

To Apply: Please send a resume and cover letter to jobs@jewelers.org. Please title the email “JA Content Entry Project”

To learn more about JA, please visit www.jewelers.org ; *JA is an equal opportunity employer*



JEWELERS OF AMERICA

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