



Cholangiocarcinoma Foundation®

Digital Content Coordinator

Location: Virtual

Category: Full-time; salaried

FLSA Status: Exempt

Reports to: Senior Director of Communications

Position Overview

The **Digital Content Coordinator** is critical in advancing the Cholangiocarcinoma Foundation's mission by creating and managing compelling digital content that informs, engages, and inspires action. This position is responsible for visual content development for social media, the website, outreach materials, presentations, and the CCF blog. Collaborating with cross-functional teams, the Digital Content Coordinator ensures optimized content to reach key audiences, including newly diagnosed patients, caregivers, medical professionals, potential donors, and partners.

About Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006 in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in patient support, education, advocacy, and funding basic, clinical, and translational research. The organization is virtual, with team members located across the U.S. and internationally.

The organization's core values are patients first, collaboration, innovation, and urgency.

Primary Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following areas:

- **Short-Form Video Creation:** Create engaging short-form videos incorporating graphics, photos, and text overlays for social media platforms like TikTok, Instagram Reels, YouTube Shorts, and Facebook.
- **Video Editing:** Edit existing footage to create compelling, shareable video content that aligns with CCF's mission.
- **Content Creation:** Develop visually engaging digital content, including social media posts, website visuals, and email campaign assets, and optimize video and visual content for search engines and social media algorithms to increase visibility and engagement.
- **Graphic Design:** Use graphic design skills to create assets such as social media graphics, infographics, flyers, brochures, PowerPoint slide decks, and promotional visuals.

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www.cholangiocarcinoma.org

- **Social Media Assistance:** Collaborate with the Digital Marketing Manager to brainstorm and create compelling campaigns for CCF's social media platforms.
- **Audience Targeting:** Tailor content and campaigns to effectively reach and engage specific audiences, including patients, caregivers, researchers, and donors.

Skills, Qualifications, Requirements

Required

- Proficiency with video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
- Experience working on social media platforms, specifically Instagram, TikTok, and Facebook
- Proven experience in digital content creation.
- Mandatory attendance at the in-person Annual Conference and yearly staff retreat.
- Successful completion of a background check.

Additional Preferred Skills and Qualifications

- Flexibility, adaptability, and openness to change.
- Experience with Google Ads, search optimization, and keyword targeting to enhance CCF's digital reach.
- Ability to work virtually - this is a full-time, work-from-home position. Experience working in a virtual environment is preferred.

Work Environment and Physical Requirements

- This fully remote position requires a dedicated, professional home office environment with reliable internet access.
- The role involves prolonged periods of sitting, working on a computer, attending virtual meetings, and managing digital communications.
- Flexibility to respond to time-sensitive issues during regular business hours, with occasional after-hours availability for urgent matters or events.
- Minimal physical requirements, though occasional travel is required for organizational events or meetings.

Compensation

Salary Range: \$45,000 – \$52,250

Benefits: Health, Life, Disability Insurance, PTO, and 401(k)

To apply: Email cover letter and resume to hr@cholangiocarcinoma.org

Location

The Foundation is a virtual organization. Candidates be authorized to work in the United States. The selected candidate will be required to travel as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.

The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.

February 2025