Job Identification

Job Title: Content Development Director  
Job Location: Roy, UT  
Report to Position: President  
Department: Marketing  
Position Type: Full Time  
Date: 8/25/2015

Primary Purpose

Focus Services and Clearview are looking for a best–in-class Content Writer to help with conceptualizing, strategizing, and developing content for our customers.

Major Roles and Responsibility

Your responsibilities will include:

• Researching, gathering, and sourcing images as well as writing supporting editorial
• Write a variety of marketing and technical content, including blogs, social posts, website content, product content, knowledgebase (how-to) articles, sales collateral (articles, white papers, datasheets), advertising copy, multimedia (slide shares, presentations), email templates, etc.
• Write content in a variety of voices and to a variety of audiences.
• Review and edit content.
• Assist with layout of content and development of visual elements.
• Optimize digital content for customers and SEO based on analytics.
• Stay up-to-date on latest security trends and develop relevant content.
• Stay up-to-date on emerging web technologies and content marketing best practices.
• Understand Focus Services and Clearview’s company voice and unique marketing strategy.

Other duties as assigned

Required Education, Systems, Experience, and Specific Job Related Skills

<table>
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<tr>
<th>Education</th>
<th>Some college preferred in English or Marketing major</th>
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<tr>
<td>Systems</td>
<td>Highly Proficient computer skills including as Microsoft Outlook, Window, Excel and PowerPoint</td>
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| Job Skills | Skill set in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)  
Experience in handling office works  
Experience in content/editorial/marketing  
Creative, strong, fast writer  
Think strategically about content  
Live company values |

Required Education, Systems, Experience, and Specific Job Related Skills

I have reviewed this job description (signature):  
Date:

I have reviewed this job description with the above employee (signature):  
Date:

How to Apply

Email cover letter and resume to paul.liljenquist@focusservices.com by EOB 9/14/2015