



Content Specialist – Part-Time

Who is OmniSite?

OmniSite is an industry leader in machine-to-machine (M2M) monitoring solutions providing products and services to water, wastewater, and other industries across North America. We engineer, build, and support cellular devices that help protect the environment by detecting problems before spills occur. Our products are also used to monitor a variety of industrial and residential equipment. OmniSite is an equal opportunity employer.

Find out more at omnisite.com/company.

What does OmniSite offer?

OmniSite offers a flexible schedule, a friendly and casual environment, and the ability to work within one of the fastest growing industries in the country.

- Up to 18 hours available per week
- Flexible scheduling between 9a and 4:30p Tuesday – Friday
- Competitive wages and merit increases
- Free lunch in café on Wednesdays
- Free workout classes on Tuesday and Thursday
- 401(k) plan with match

OmniSite operates out of its newly renovated 10,000+ square foot headquarters. Conveniently located just south of downtown Indianapolis, our building was originally built in the 1880s and now features an open concept, natural light, an exercise room, and employee café.

What is OmniSite looking for?

Have you created content for a blog, newsletter, or editorial? Ever put together a brochure, infographic, or written a tutorial or user manual? Do you enjoy both technical and creative writing? We need a technical, but creative content specialist to join our marketing team.

Our marketing team produces media viewed by customers, employees, company representatives, and executives. You will fill a role that blends technical with creative to draft content that achieves the training and marketing strategy for our sales, support and marketing.

Essential Job Functions

- Manage and assist in developing content strategy and editorial calendar
- For all company content, write materials and collaborate with Marketing Manager and Subject Matter Experts (SMEs) to produce content that meets the needs of OmniSite's audience and stakeholders
- Sales and market-facing Communications – includes: training library, web communications, data sheets, brochures, case studies, white papers, blogs, thought leadership articles, webinars, press releases, slideshare
- Customer communications – social media, newsletters, webinars, presentations, e-mail communications, emergency communications
- Existing marketing and product materials/collateral – edit and upgrade with updated content and new branding
- Create or manage creation of engaging social content
- Develop and drive conversions with strong "Call To Action" (CTAs)
- Write or manage writing of all website content using WordPress platform, create and update web pages, landing pages
- Utilize an online Kanban Board and document all project updates
- Utilize online file sharing software
- Collaborate with marketing team
- Responsible for remaining current in new technologies and professional skills

Qualifications and Requirements

- Associates or Bachelors Degree, or a Current College Student in year 3 or beyond
- Strong portfolio, showcasing content creation and/or editing ability
- Experience with Adobe Creative Cloud, specifically Photoshop, Illustrator, or InDesign a plus
- Experience with Microsoft office
- Experience with marketing, corporate and technical writing
- Proven ability to perform independently
- Sitting and viewing a computer screen and using a mouse for extended periods of time
- Responsibilities, skills and working conditions may change as needs evolve

To Apply

All interviews for this position are scheduled. Walk-in resumes and portfolios will not result in an interview.

Please send a resume and portfolio (either physical copy or link) to:

Email: recruiting@omnisite.com;

- Or -

Mail to Physical Location: OmniSite, 203 W. Morris Street, Indianapolis, IN 46225, Attn: Recruiting.