

Contractor Agreement

Content Specialist

Name:

Mission Statement

Our mission at School Webmasters is to delight our clients by keeping our promises, being trustworthy, and exceeding expectations whenever possible.

Contractor Responsibilities

This position is accountable for the following tasks as well as all additional tasks assigned at the discretion of School Webmasters:

The content specialist will produce between one and two blogs per month, focusing on creating content that promotes School Webmasters' unique products and services, and provides valuable information to our clients. Additionally, the content specialist will work closely with the CEO and Public Relations Manager to brainstorm content ideas, and learn and apply best practices to improve writing skills.

Anything created for School Webmasters under the terms of this agreement is the property of School Webmasters, LLC and cannot be repurposed or republished.

Compensation

The social media representative is paid per project at a rate of \$_____ per blog. Any meetings related to blog development or requested revisions are covered by this fee.

Quality and Productivity Standards

Position Specific:

1. Blogs must be between 1300 - 1700 words.
2. Must meet specified deadlines.
3. Be communicative and responsive.
4. Be creative and have fun!

Company Wide:

1. All work will be performed in accordance with all government laws, regulations, ordinances, and court rulings in those jurisdictions in which the company operates.
2. All work will be performed according to company policies and standards inherent in all position agreements and the operations manual. The information included in the operations manual is proprietary.
3. Client and company information will be held as strictly confidential outside the company.

4. All telephone calls, both internal and external, will be returned within one business day and within two hours whenever possible.
5. School Webmasters will be notified via e-mail of any issues to be resolved or deadlines that cannot be met prior to the due date.
6. All innovation will be quantified, tested, improved, and then documented for routine implementation (i.e. well-orchestrated once proven).
7. Problems with any system must be brought to the attention of School Webmasters in an email or via Google Chat, so the system can be improved.
8. All policy memoranda indicating changes in policy and/or procedure will be stored in the operations manual.
9. All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and according to any applicable and existing company policies and standards.
10. Contractors are encouraged to meet with School Webmasters project manager to discuss work being provided and future opportunities on upcoming projects.
11. Contractors are encouraged to recommend ideas for project/system improvements that are consistent with the company's mission.

Signatures

Statement of the Content Specialist

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this position agreement.

Signature:

Date:

Statement of School Webmasters Manager

I agree to provide the appropriate training, feedback, and professional work relationship to enable the accountabilities of this position (results, work, and standards) to be accomplished.

Signature:

Date:

If signed electronically: ***By typing your name above you confirm that you have reviewed and agree to the agreement.***