



Contractor Agreement Copywriter

Name: _____

Mission Statement

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

Job Responsibilities

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

1. Research and gather client information for site content creation.
2. Write content for websites based on information received from client as well as own internet research.
3. Organize content for placement to create intuitive, easy to navigate website.
4. Suggest titles and subtitles.
5. Suggest quotes and pull-quotes.
6. Ensure quality and accuracy within content.
7. Use template copy for template websites, changing to fit specific client.

Quality and Productivity Standards

Position Specific:

1. Meet specified deadlines.
2. Communicate and cooperate with team members throughout production of new sites.
3. 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 e-mail 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 Position Holder

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 Project Manager

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

Signature: _____ Date: _____