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Digital Asset Management Coordinator Job Description

Responsibilities:

- Work with users and stakeholders to gather functional and technical requirements.
- Organize and create efficient structures, taxonomies, workflow and file-naming conventions.
- Back up, amalgamate and create revised storage and access structure for multiple sources of digital data.
- Create digital copies of archived hard copy assets, save and file appropriately.
- Create process, and training documentation for the full range of users.
- Understand rights management and archival issues and configure policies to address current and future needs.
- Audit system performance and gather user feedback

Qualifications:

- Minimum 1 year post-secondary in a related discipline
- Outstanding technological experience and comfort. Proficient with Windows OS, Dropbox and Google Drive.
- Superior problem solving, organizational, decision-making, written, oral and interpersonal skills.
- Obsessive about creating order from disorder
- Outstanding attention to detail
- Ability to apply sound judgment while working independently

Experience:

- Digital Asset Management: 1 year
- Previous Non-Profit experience a strong asset