Wiki Content Specialist - Contractor Wanted

The California Urban Water Conservation Council, now in its 25ᵗʰ year, has a number of research articles to be uploaded to our new research portal. To complete this project the Council is seeking to contract with a wiki content specialist for a temporary project. The primary task will be to upload and format the research into the new wiki environment. We are looking for a contractor who has attention to detail, experience writing and formatting papers, and possesses the ability to quickly learn simple web development or programming skills. Some basic training will be provided, with the expectation that existing online resources can be used as a reference and learning tool.

Project tasks:

- Create new wiki articles using existing content from various sources including .doc, .xls, .pdf files.
- Organize, rename, upload and link images, documents, and media files
- Apply standard formatting to articles, including:
    - adding article sections
    - adding notes and references using a common citation styles
    - format tables
    - apply simple categories and other meta data to articles
- Work with others to integrate content and site features as needed
- Use semantic media wiki markup elements to add more organization to the data

Desired Background:

- Strong document formatting and editing skills using word and basic table formatting skills using Excel
- Experience writing research papers, following basic style guidelines including formatting works cited
- Experience editing with wiki's, wiki markup language, or html

Experience with web publishing basics is a plus. We anticipate a minimum of 75 articles to be uploaded and formatted, or approximately four weeks of full time work (approximately 150 hours). There is a possibility that the contract can be extended to include additional articles to add to the portal.

Hourly rate is $15-25/hour, to be determined based on experience. Flexible work schedule to be determined. We anticipate some time will need to be spent in the Council office to gain familiarity with the project.

Please, send a résumé and a cover letter to: luke@cuwcc.org with "Wiki Content Specialist" in the subject.
Preference will be given to applications received by April 18, 2016.