



## **JOB POSTING**

<b>Position Title:</b>	Website Data Entry Clerk (2 Positions)
<b>Position Term &amp; Type:</b>	2-month, full-time contracts (with possibility of extension)
<b>Location:</b>	Remote Position
<b>Estimated Start Date:</b>	February 1, 2022
<b>Application Deadline:</b>	January 10, 2022
<b>Language Profile:</b>	Fluency in English and working proficiency in Spanish essential; French and Portuguese assets
<b>Supervisor:</b>	Senior IT, Web and Design Officer

### **ABOUT PARLAMERICAS**

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the inter-American system. Convening the national legislatures from North, Central and South America and the Caribbean, ParlAmericas works to strengthen democratic governance in the hemisphere by enhancing the ability of legislators to fulfill their roles and responsibilities through exchanges of good practices, the production of tailored resources, and by promoting cooperative political dialogue between parliaments and with civil society organizations at a regional and national level. ParlAmericas programming is focused around three main issues: gender equality, open parliament and climate change.

### **ABOUT THE POSITION**

ParlAmericas is seeking out 2 reliable data entry clerks to manually migrate all written, media and linked content from its current website to a new website development. The current website is available in 4 languages, having a total of approximately 839 pages.

### **PRIMARY RESPONSIBILITIES**

- Replicate the directory of the current website's pages to a new website CMS across 4 language versions. Page templates will be set up but may require minor page formatting.
- Copy and paste all written copy from the current website to the new website across 4 language versions. This will require manual formatting for consistent typography (bold, italics, font sizes).
- Copy and paste all hyperlinks from the current website to the new website across 4 language versions. Test and replace broken hyperlinks.
- Manually upload all documents and media files from the database of the old website to the new website across 4 language versions, according to instructions provided on file naming practices, etc.
- Upload and position media files onto the pages of the new website across 4 language versions so that they correspond to the current website.
- Maintain a tracking tool and seek guidance in instances where different content or formatting is identified on different language versions of a web-page.
- Add content suitable for SEO purposes (keyphrase, SEO title, metadata, product title, URL slugs)
- Support and take on other administrative tasks as requested during the duration of the contract.



## QUALIFICATIONS

- Fluency in English and working proficiency in Spanish essential; working knowledge of French and/or Portuguese would be an asset
- Demonstrated experience with data entry, page formatting, and Content Management System platform;
- Excellent verbal and written communication skills in English (and Spanish at an advanced level), including the ability to proofread;
- High level of concentration, attention to detail and efficiency in undertaking repetitive tasks;
- Efficient and accurate typing skills to avoid data entry errors while maintaining a steady pace;
- Exceptional organizational skills and resourcefulness, including an ability for quick research to address issues with the data entry process.
- Knowledge of MS software applications (Word, Excel, PowerPoint);
- Ability to work independently and as part of a team using initiative, judgment and a proactive attitude;
- Minimum of college/technical diploma;

Please send your C.V. and a cover letter (max 400 words) in English, and a short writing sample in Spanish, no later than January 10, to [support@parlamericas.org](mailto:support@parlamericas.org)

References of supervisors from previous data entry positions will be requested of applicants who are assessed to meet required clarifications. Candidates selected for an interview will also be required to undergo appropriate testing.

ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at [www.parlamericas.org](http://www.parlamericas.org).