Content Operations Specialist (Part-Time)

Company: The Confluencial
Location: Grand Junction, CO (Hybrid/Flexible)
Hours: 8-10 Hours per Week
Compensation: $20 - $25 /Hour
Type: Part-Time Contractor or Student Position

About The Confluencial

The Confluencial helps organizations solve complex business and technology challenges through the convergence of Strategy, People, Process, and Technology.

Our team works with organizations across manufacturing, industrial operations, AI, enterprise technology, and business transformation. Every week, we generate valuable insights through client work, conferences, presentations, demos, workshops, and thought leadership.

We're looking for a Content Operations Specialist to help transform that expertise into market-facing content assets.

Position Overview

This role is responsible for maximizing the value of content and expertise already being created within the business.

The ideal candidate understands social media, content distribution, and video editing and enjoys identifying compelling stories, insights, and moments from existing recordings and conversations.

This is not a traditional marketing role.

This is a content operations role focused on helping The Confluencial increase the utilization of its expertise through effective content distribution and management.

Responsibilities

Content Extraction & Editing

- Review recordings, presentations, webinars, interviews, and event content
- Identify compelling moments and key insights
- Create short-form video content for YouTube Shorts and social channels
- Add captions, titles, and light graphics

YouTube Management

- Upload and optimize YouTube content
- Manage publishing schedules
- Assist with channel growth initiatives
- Organize content libraries and assets

Content Distribution

- Schedule content across platforms
- Maintain content calendars
- Ensure consistent publishing cadence
- Repurpose content into multiple formats

Performance Tracking

- Monitor engagement metrics
- Identify high-performing topics
- Recommend future content opportunities

Preferred Qualifications

- Current college student, recent graduate, or early-career professional
- Experience with CapCut, Premiere Pro, Canva, Descript, or similar tools
- Familiarity with YouTube, LinkedIn, TikTok, and social media platforms
- Strong organizational skills
- Self-starter who can work independently
- Interest in business, technology, manufacturing, AI, or consulting

Success Measures

Success in this role will be measured by:

- Consistent content publishing
- Growth of YouTube activity and engagement
- Volume of content assets produced

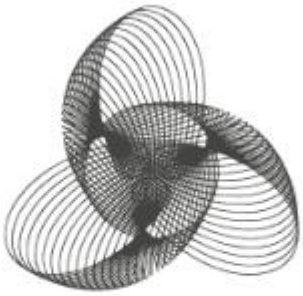
- Effective content scheduling and organization
- Increased utilization of existing company expertise

Why This Role Matters

The Confluencial already creates valuable expertise every day.

The purpose of this role is to ensure that expertise reaches the market, extending the impact of the work we are already doing and helping transform one hour of expertise into dozens of reusable content assets.

Interested? Email you resume to:



CONFLUENCIAL

TECHNOLOGY

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