

## **Content Writer**

**Location: Remote/Work from Home**

**Position: Full Time**

**Department: Marketing**

The content writer is responsible for overseeing the creation of multiple forms of content to enhance the organization's credibility and donor-base. Duties include leading the content team, creating content strategies to highlight programs and services, and reviewing market trends to identify new content ideas. The position requires one to research humanitarian relief-related topics (combining online sources, interviews, and studies)

### **Responsibilities:**

- Write clear marketing copy to promote our programs/projects
- Proofread and edit publications
- Write all content for major campaigns and reporting back
- Identify donors' needs and gaps in our content and recommend new topics
- Ensure all-around consistency (style, fonts, images, and tone)
- Update content as needed across all platforms
- Attend meetings and workshops requested by manager
- Repurpose content to fit the publishing media, video production or social media
- Send national newsletters

### **Qualification and Requirements:**

- Bachelor's Degree in Marketing, English, Journalism, or related field
- Proven work experience as a Content Writer, Copywriter, or similar role
- Advanced writing and editing skills
- Portfolio of published work
- Experience doing research using multiple sources
- Familiarity with web publications
- Ability to come up with creative ideas
- Ability to meet deadlines
- Excellent analytical skills and attention to detail
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure
- Experience in the use of software programs such as MS Word, PowerPoint, Excel and database program

**Compensation:** The salary will be discussed during the interview process.