



Writing Officer

JOB SUMMARY

Reporting to the Writing Manager, the Writing Officer coordinates the planning, research, organization and editorial development to support the ongoing projects and initiatives of the organization.

This position writes and curates the stories of our supporters, staff and board, and develops feature stories/blog posts for our various projects and programs and provides editorial guidance for all members of staff.

RESPONSIBILITIES

- Write blog entries and provide editorial guidance for the Random Acts website
- Regularly develop ideas for new editorial content
- Be proactive and creative in researching and proposing new subjects to cover to help extend our brand's reach
- Monitor supporter submissions of stories, photos and videos to develop editorial calendars and new articles/blog posts
- Establish and maintain relationships among the Random Acts staff to ensure two-way communications about priorities and needed stories
- Gather information about Random Acts events through discussions with staff, and utilizing the internal communications center
- Review written materials intended for our website or for distribution, and correct errors in content, grammar, punctuation, inclusivity, and global view following the Random Acts style guidelines
- Discuss timeline and subject matter issues with the Writing Manager to establish priorities or creative approaches
- Work closely with the Writing team to manage and align promotional calendars with editorial production
- Keep the Writing Manager informed of any significant problems that jeopardize the well-being of the organization
- Attend regular staff and departmental meetings

DESIRED QUALIFICATIONS AND SKILLS

- 1-2 years experience in professional writing, with an available portfolio for review including online articles and/or blog posts
- Experience in online publishing and specifically experience with WordPress
- Deep understanding of social media platforms and communicating to different audiences in the online medium
- Ability to work effectively with diverse groups, including staff, supporters, and the public
- The ability to communicate effectively, whether verbally, visually, or in writing, as



well as strong interpersonal skills

- The ability to work independently as well as in a team, and the ability to manage tasks or projects from implementation through to completion
- Excellent organizational and time management skills, as well as the ability to multitask effectively
- Flexible work schedule to accommodate projects, evening and weekend meetings
- Able to commit a minimum of 3-4 hours per week to Random Acts activities
- Degree/Certificate or equivalent in journalism, English, marketing, or a related field, or equivalent experience.