



Position Title	<i>Content Writer</i>
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Organizational mission

Our mission is to diversify STEM by supporting higher education and innovative research for the next generation of minority scientists in the United States and Brazil.

Position

The volunteer content writer promotes our organization to the general public and key constituents through vivid and meaningful descriptions of our work and its impact.

Tasks

- *Create online presentations that clearly explain our programs and vividly describe the outcomes we produce*
- *Create content campaigns that align with marketing objectives and company goals*
- *Produce, edit, and customize content for all our platforms, including our website, LinkedIn, Instagram, Twitter, Facebook, and newsletter*
- *Produce well-researched content for publication online and in print*

Skills

Required:

- *Proficient writing demonstrated by work samples*
- *Strong grasp of the English language, including idioms and current trends in slang and expressions*
- *Ability to work independently with little or no daily supervision*
- *Strong interpersonal skills and ability to communicate effectively with multi-cultural clients, colleagues, and management*
- *Good time management skills, including prioritizing, scheduling, and adapting as necessary*
- *Proficiency with computers, especially writing programs, such as Google Docs and Microsoft Word, Excel, Outlook, and PowerPoint*
- *Ability to research and learn about a wide range of topics, primarily STEM*

Preferred:

- *Experience with social media marketing*
- *Bachelor's Degree in English, Creative Writing, Journalism or related field*
- *Proficient in Portuguese and English*

Setting

All work is remote and requires internet access across international time zones.

Schedule

Volunteer content writers work on an as-needed basis as their personal schedules allow. To stay current with programs and services, we request that all volunteers attend regular company meetings. We also ask (but don't require) that writers commit to work with our organization for at least one year.

Training and Supervision

This position is housed under our communications and marketing department. The volunteer writer may receive assignments from different sources. Supervision and feedback are informal, as we are a small organization.