Marketing Content Producer | Contractor Role

Do you have a talent for producing excellent content for a wide range of audiences? Are you a masterful writer and editor? Do you thrive in a fast paced start-up environment? Do you have experience quickly understanding complex research and communicating with business leaders? Are you passionate about financial security and opportunity being accessible to all?

Commonwealth is seeking a mid-level content producer for a temporary 13-week contractor position to replace a full time staff person who is on leave. In this contractor position you will dive into topics from innovation and financial security policy to thought partnership and employee savings benefits.

We’re looking for a content writer and editor with experience working with other writers, graphic designers and content experts across media formats. You have experience developing content for business leaders in a complex consulting, financial services, start-up or nonprofit environment. You’re an organizational ace with strong project management skills and the ability to manage multiple projects with tight deadlines. You pay attention to the little details and are able to seamlessly pivot from doing hands on daily tasks to managing more complex work streams that require critical thinking.

Proficiency with collaboration tools such as Google Drive, Docs, Sheets, Forms, and Adobe Acrobat is required.

Tasks

- Plan, conceptualize, assign, edit, and publish best-in-class content
- Manage complex, multipart content projects, and launch them on time
- Produce content for research papers, briefs, blog posts, website, video, email, mobile and social channels
- Collaborate and iterate with our Marketing & Strategic Partnerships staff to develop and produce content
- Interview and work closely with content experts to understand and edit their first drafts and write quickly about sophisticated subject matter
- Manage all phases of content development process: inception, copy writing and editing, graphic design, editing/proofreading and production;
- Work with freelance writers, editors/proofreaders, graphic designers and others to develop, deliver content
- Complete hand-on tasks like performing final proofreads and edit cross checks, managing and updating the editorial calendar and project plan using Asana; and providing detailed creative direction to graphic designer;
- Work closely with senior management and other stakeholders to inform content ideas and planning

This is a remote based, 1099 contractor position. Location is flexible but must be able to work on US EST business hours Monday through Friday from 9:00 am to 5:00 pm. The contract will
last an estimated 13 weeks commencing January 4, 2021. The contractor will be paid a fixed rate of $7,600 per month for these services.

**Submissions for consideration should include** your resume, availability to start and a brief overview (or portfolio) of your experience. Please send your submission to applications@buildcommonwealth.org