



## Staff Writer Job Description

**Job Title:** Staff Writer (Full – Time)  
**Department:** Communications  
**Reports To:** Director of Communications  
**FLSA Status:** Exempt

### JOB SUMMARY:

Provide writing and general communications support to the Executive Office and various ministries, departments and related entities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide corporate communications for the organization and its' related entities
- Collaborate with the Marketing team on promotional and marketing plans for books and other various writing materials
- Assist the Television Department periodically with scripts and talking points for broadcasts, etc.

### SKILLS AND QUALIFICATIONS:

- Proficient in writing and editing, preferably in book writing and editing
- Strong English language skills (rules of composition, grammar, etc.)
- Knowledge of Associated Press Style Guide and Chicago Manual of Style
- Familiarity with Adobe InDesign is desirable
- Self – starter and ability to take initiative
- Strong organizational skills
- Possess creative thinking abilities
- Strong team player with the ability to work independently

### EDUCATION AND/OR EXPERIENCE (REQUIRED):

- Bachelor's Degree in English or Journalism
- 3 – 5 years' experience in corporate communications or brand journalism