

BIK Creative Genius

Content Writer

Reports To: Creative Director

Status: Intern (part-time)

Content Writers are responsible for using the written word to share information about a client's products, services, or industry. Their duties include preparing document outlines, updating content based on client edit requests, and proofreading for tone, style, clarity, grammar, and formatting.

Content Writer duties and responsibilities

Content Writers are responsible for style and format consistency across all projects and for communicating with other team members to create the best content possible. Other duties and responsibilities include:

- Completing writing projects, meeting deadlines, and following content requirements in terms of style and project specifications
- Revising content whenever clients request changes
- Helping create style guides or suggesting changes to ensure content is consistent and clear
- Working with clients to define their content needs
- Researching any given topic
- Optimizing articles for SEO and accessibility
- Writing engaging content for blogs, ebooks, case studies, video scripts, infographics, and other assets
- Editing content to ensure voice, grammar and style is on point
- Creating content for multiple social media channels
- Staying up to date on industry trends to support content development
- Distilling complex concepts and language into content that is easily understood
- Working closely with team members to ensure alignment and consistency in messaging, branding, and style
- Managing and completing work on time for multiple content writing projects

Requirements

- Understanding grammar rules and how to construct clear sentences
- Being mindful of things like flow, readability, and sentence variety
- Computer literacy
- An understanding of search engine optimization best practices
- The ability to cooperate with team members to complete projects
- The ability to give and receive feedback on writing projects

BIK Creative Genius

Benefits

- Work on a wide range of writing projects
- Receive guidance and feedback from professionals to improve writing skills
- Attend weekly meetings and participate in networking events
- Flexible schedule for students
- Compensation available

TO APPLY

Please submit a cover letter explaining your vision for the position and a resume to team@MinistryMattersMedia.com with the subject line "Content Writer Intern" No phone calls or other inquiries. Only applicants selected for interviews will be contacted.

Ministry Matters Media Services is an equal-opportunity employer. We are committed to employing people who reflect the diversity of our clients and the communities and people they serve.