



## Communications & Marketing Outreach

Highland Echoes is expanding our team of professionals and providing a rare opportunity to join our development team . We are looking for a motivated and goal-orientated team member who will assist the marketing department in integrating business objectivities into written content that create awareness and drive more people to our programs.

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### Job Responsibilities

- Produce engaging, well-researched content for publication online and in print for general audience awareness, storytelling and for fundraising narratives.
- Organize writing schedules to complete drafts of content and finished projects within deadlines
- Utilize industry best practices and familiarity with the organization's mission to inspire ideas and content
- Follow an editorial calendar, collaborating with the Highland Echoes team to ensure timely delivery of materials
- Attend communications meetings as needed
- Develop related content for multiple platforms, such as websites, email marketing, fundraising campaigns, and social media

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### Qualifications:

- Excellent written English; experience with standard journalistic writing guidelines
- Ability to do primary and secondary research and to conduct interviews on the phone, in-person, and over video chat platforms.
- Able to both work on suggested ideas for stories and also come up with unique and innovative ideas.
- Capable of adapting to different writing styles, ranging from reporting on academic research to lighter human interest stories.
- Able to submit articles that do not require significant reworking by editors.
- Ability to work independently with little or no daily supervision
- Strong interpersonal skills and willingness to communicate with colleagues, management, and stakeholders
- Ability to work on multiple projects with different objectives simultaneously
- Adherence to the range of style guides and policies for various publications

- Good time management skills, including prioritizing, scheduling, and adapting as necessary
  - Proficiency with contemporary software applications and writing programs, such as Google Docs and Microsoft Word, Excel, Outlook, and PowerPoint
  - Familiarity with pitching stories to media outlets and journalists/bloggers as well as content distribution, particularly through social media and email campaigns.
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**Pay:**

\$400 + Pre-approved expenses Paid

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**Schedule:**

- Flexible Schedule 120 work hours - tracking and documentation of work required.
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**Work Remotely:**

- YES
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**Contact:**

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