

COPYWRITER/EDITOR

The Copy Writer/Editor researches, plans, writes new content and/or edits a wide variety of materials including brochures, fact sheets, web content, and other written materials. Works closely with other staff in planning and revising materials and communicating professionally with clients. Consults with designers and translators.

JOB DUTIES & EXPECTATIONS:

- Translate project concepts and strategy into content that can be understood by a lay variety of audiences.
- Use manual and electronic means to edit and format text, illustrations, and tables in accordance with prescribed editorial and proofreading conventions (in addition to copyediting, provides, extensive revisions, rewriting, or original writing as required.)
- Participate in the development of web content, content-supported brand campaigns, newsletters, and other printed reports, and materials.
- Correspond with authors, clients, and content experts to develop publications and materials.
- Collaborate with creative team content strategy, design, and production.
- Assist with writing and editing of ECU proposals as needed including but not limited to:
 - Working closely with subject matter experts to extract valuable content for proposals.
 - Develop and edit resumes.
- Write content for email, website, social media, direct mail, video scripts, and appropriately engages with audiences, responding to questions and comment sections.
- Write advertising, promotional, editorial, content to optimize for SEO and web for a variety of campaigns.

SKILLS & ABILITIES:

- Knows and applies principles, practices, and processes in performing work assignments.
- Capable not only of handling the creative aspects of a project but also has demonstrated strong business acumen.
- Gathers and analyzes information, designs and tests solutions to problems, and formulates plans.
- Lead the effort on frontend promos, including digital campaigns.
- Must be able to tailor your writing to a specific brand voice and a range of business categories (Excellent verbal and written communication skills.)
- Excellent time management (multitask, handling multiple projects at a time) to work well without supervision, vendor management, and client-centric skills.

QUALIFICATIONS:

- Bachelor's Degree in Journalism, Communications, English, or Marketing with a concentration in advertising, public relations, business communications, or a related communications field.
- Three (3) years of writing experience in advertising, writing, and advertising.
- Strong writing, editing, attention to detail and grammar skills.
- Deadline driven and able to work under pressure and perform with superior professionalism, discretion analytics, and real-time judgment.
- Strong work ethic and capacity to thrive in a team environment.
- Portfolio of samples showcasing exceptional creative and conceptual writing.
- Must be proficiency in Microsoft Office (Word, Excel, etc.).

Must be able to pass a background check.

If you are interested, please send your resume to careers@ecucomm.com

ECU Communications is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. ECU Communications is a diverse and inclusive company, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.