

You're an experienced, self-directed, US-based Communications Specialist and you're ready to join our women-led social impact creative agency. We're a small, highly collaborative, remote team. Our business model is long term relationships with purpose-driven clients. We're passionate about supporting dynamic Native-led organizations. Plus, our awareness of accessibility standards ensures we're designing support for all kinds of minds. We need assistance with all things words.

We're looking for someone versatile who can support us in various copywriting endeavors in the form of campaigns for events, fundraising, and program awareness. Our avenues are most often **email, social media, SEO, and web development. Experience in event marketing is a major plus.**

**Position Type | Part-Time, Remote Contractor** on-call and project-based

### Responsibilities

- Communicate with team in various time zones.
- Consistently communicate updates and project statuses to the team.
- Draft messaging for email, social media, SEO, web development, event promotions, or fundraising campaigns.
- Support the maintenance and development of brand language for various clients and for WCA including through social media, presentations, and websites.
- Copy-edit documents as needed.
- Draft, prepare, or review reports, documents, social media captions and other written content.
- Educate the team on best practices.
- Conduct research, like market research.
- Enter data for project specific tasks.
- Take notes during meetings to ensure your deliverables are completed with attention to detail.

### Requirements

- Proven experience as a Copywriter (two+ years) working remotely and independently.
- Excellent communication and collaboration skills for remote work with diverse teams.
- Availability for periodic and scheduled team meetings over Zoom.
- Strong attention to detail and the ability to meet project deadlines.
- Care about the dynamic commitments of Native-led organizations.

### Preferred

- Familiarity with ADA accessibility guidelines and their importance.
- Understanding of typography, color theory, and layout principles.
- Knowledge of event marketing strategies.
- Proficiency with tools like Basecamp, Zoom, Slack, Google Workspace, Harvest, Canva. Or at least a true willingness to learn technology, utilize project management software, and track hours!

[www.williamsoncreativeagency.com/jobs](http://www.williamsoncreativeagency.com/jobs)

*Questions? Message us. :)*

Send your resume, cover letter, writing sample of previous work, proposed hourly rate and two references to [hello@williamsoncreativeagency.com](mailto:hello@williamsoncreativeagency.com).