Head Writer and Editor

Organization

Springtide Research Institute (Springtide) is a research institute dedicated to the religious and spiritual lives of young people (ages 13-25) both in and outside of religious institutions. Springtide is committed to diversity of thought and expression, and traverses particular religious expressions and confessional institutions. The successful candidate will have a passion for communicating data and research in a story-driven format that engages readers while also educating. The successful candidate will also be comfortable operating and communicating in ecumenical, interfaith and religiously neutral environments and see her/himself as supporting the organizational mission, as well as have a passion for sharing our ground-breaking research with leaders in secular and religious spaces. See more, including our first report at www.springtideresearch.org

Description

The Head Writer and Editor will be primarily responsible for two things: First (60-70%), writing original content, including but not limited to report writing, copy writing, editorial (news) and opinion (blog) writing, and other writing as assigned, both digital and print for Springtide publications, social media channels, web content, and copy to support marketing. This position will be responsible for building and applying editorial brand guidelines and Springtide's style manual in content creation, editing, and proofreading across content categories. This position will curate and edit both digital and print content for Springtide's website, as well as for developing author guidelines, identifying potential content contributors, providing considerate guidance and coaching to young writers, and aligning content with Springtide's vision, mission and brand.

Second (30-40%), this role is responsible for creating and project managing an editorial schedule for all written content and publishing products and ensuring on-time delivery of all content. This position will take ownership of the production process and schedule and serve as the primary liaison and representative of Springtide to the creative team throughout the publishing process. While serving as the primary writer for Springtide, this position will also oversee and coordinate the occasional use of interns, freelancers and other outside writers.

Responsibilities
- Create content for Springtide website, reports, social media channels, etc.
- Collaborate with Communications Director to determine content and topics
- Coordinate editorial publications and meetings
- Control schedules and enforce deadlines (for freelance writers, photographers, designers etc.) Oversee proofreading procedures and edit copy when necessary
- Assist in evaluating finalized copy for compliance with policies, style and tone
- Resolve production issues as they arise
- Other duties as assigned

Knowledge and Skills
- Bachelor's degree in communications or related field
- Previous publishing experience preferred
- Proven writing and editing experience
- Exceptional written and oral communication abilities
- Exceptional interpersonal skills, including interviewing
- Project management mindset
- Excellent understanding of publishing production timelines and processes
- Empathy
- Detail oriented
- Knowledge of and interest in the spiritual lives of young people in an ecumenical, interfaith and religiously neutral environment.
- Editing and proofreading skills; ability to think critically about content in context of brand messaging, goals, voice; a keen eye for digital aesthetics and grammatical error
- Proficient in Word, Excel, Outlook and PowerPoint.
- Agile; demonstrates initiative and independence, is consistently dependable and deadline-aware; is also flexible and willing to go the extra mile
- Ability to work independently on a small, geographically dispersed team.

Please submit resume and cover letter to HR@Springtideresearch.org

Along with your resume and cover letter, please submit 1-2 writing samples that demonstrate your ability to communicate research findings in a story-driven, narrative format.