

Content Writer Associate

Virtually Testing

Job details

SALARY

Un-paid

JOB TYPE

Internship (20 to 25 hours per week)

DEPARTMENT

Marketing

Full Job Description

ABOUT THE JOB

Company

Virtually Testing is a California, USA based 501(c)3 nonprofit organization. Our foundation is funded by individuals or corporate or government donations. Our mission is to serve a cybersecurity focused community by organizing speaker events, hands-on workshops, conferences, etc. Our members advance their skills or learn from scratch to successfully access the competitive trending and evolving cybersecurity industry.

Job Summary

An ideal candidate for this position must be able to develop content for digital platforms. Seeking someone who will be collaborating with teams to get details for the content you will be writing. Must be familiar with producing online content and proof read articles. The ideal candidate must also portray excellent writing and grammatical skills, with a deep understanding of the company, are crucial to the success of this role.

Candidates must have at least 1+ years of related professional writing experience.

DUTIES AND RESPONSIBILITIES

- Excellent writing and editing skills in English
- Solid communication skills (both verbal and written) with an emphasis on listening
- Resilient, self-motivated, self-disciplined, and enthusiastic
- Manage and maintain multiple projects
- Must possess an upbeat personality with strong work ethic and willingness to learn
- Highly organized with strong attention to detail and accuracy
- Brainstorm for new ideas and strategies for effective content

- Research markets and industries to create content that is innovative and original
- Develop copy on a wide variety of topics for multiple platforms (such as the website, blogs, articles, and social media)
- Create eye-catching and innovative headlines
- Collaborate with teams and their managers
- Promote content on social media
- Experience with research using multiple sources
- Update website content as needed
- Ability to meet deadlines

REQUIREMENTS AND QUALIFICATIONS

- Must be excellent in writing English
- Your own PC with internet connection
- Familiarity with google suite (GSheet, GSlide, GDoc)
- Bachelor's degree in English, Journalism, or related field (Highly preferred)

SCHEDULE

- Flexible hours between 9 am to 5 pm (Los Angeles, California Time Zone)
- Monday to Friday

WORK REMOTELY

- Yes

COMPANY WEBSITE

- <https://virtuallytesting.com/>