



JOB ANNOUNCEMENT **Writer/Editor**

Terms: Regular, part-time position (25-30 hrs/week)

Starting Salary: \$25-\$28 per hour, depending on qualifications

Start Date: As soon as possible

Deadline to Apply: Applications will be reviewed beginning April 26, 2021. Applications will continue to be accepted and position will remain open until filled.

Position Summary:

The Snohomish Conservation District currently has an opening for a Writer/Editor position. A successful candidate will be resourceful; have an ability to work independently under time constraints to meet deadlines; be able to communicate effectively with team members, collaborate with peers, and accept feedback from internal and external reviewers; and will have a proven track record in writing and editing high-quality content. This position will report to the Executive Director and provide support for all staff.

Primary Job Responsibilities:

The writer/editor will:

- Write grant proposals and coordinate the grant proposal development process (40%)
- Provide editing for all external communication materials at the district (30%)
- Assist in developing communication materials (10%)
- Lead development of a style guide for external communications (5%)
- Create a library of background materials for grant applications, such as employee CVs (5%)
- Participate in meetings and develop meeting summaries (5%)
- Other duties as assigned (5%)

Required Qualifications:

- Excellent writing, editing, and proofreading skills
- Proficiency with Microsoft Office software
- 2+ years as a writer and editor
- Knowledge of environmental and natural resource issues
- Familiarity with Chicago Manual of Style and/or other style guides
- Demonstrated project management experience
- Good judgment and open communication
- Ability to prioritize and manage multiple needs

Preferred Qualifications:

- Familiarity with Smartsheet



Additional Skills and Knowledge:

- Ability to organize and plan own schedule of activities, and to set priorities related to work goals
- Ability to work well with technically diverse project teams
- Ability to communicate effectively in a team setting
- Self-motivation and an ability to work independently

Schedule and Benefits:

This is a part-time position of 25-30 hours per week with the possibility of increased hours as additional needs are identified. Pro-rated sick leave, vacation, and medical/dental benefits provided.

All programs and services of the Snohomish Conservation District are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

Work Location:

During the COVID pandemic this position will work remotely. Following the pandemic, when it is safe to return to in-person work, the Writer/Editor will work out of our Lake Stevens office, with the option to work remotely part of the time.

Application Instructions:

To apply for this position, please send the following in pdf format via email to Sarah Jones at sjones@snohomishcd.org:

- Cover letter stating why you are interested in this position
- CV or resume detailing your related experience
- Three writing samples that illustrate your ability to organize and communicate technical and/or educational information

If you need accommodation during the application process, contact Sarah Jones at sjones@snohomishcd.org or call (360) 722-2679.

Applications will be reviewed beginning April 26, 2021. Position open until filled.