



Jr. Copywriter

Job Description:

We are seeking writer/copy editor interns to support the VSolvit Solutions Center (VSC) in their endeavors. The Jr. Copywriter supporting role includes working on VSolvit's company newsletter, providing Quality Assurance (QA) on documents, spreadsheets, and webpages, interviewing other employees, and participation in weekly team meetings. Scheduling is flexible, but 10 hours per week are required for this part-time position.

Required Qualifications:

- Able to work efficiently and independently with a team.
- Experience in a deadline-driven writing/editorial capacity.
- Strong writing and editing skills.
- Knowledge and experience with MS Office and complex MS Word documents.
- Ability to read and analyze technical documentation to write clear, concise, and formal prose comprehensible to all readers.
- Ability to edit complex technical material into logical and comprehensible prose.
- Experience interviewing subject-matter experts (SMEs) and distilling their knowledge into logical and understandable copy is highly desired.
- Must be able to complete tasks quickly while maintaining attention to detail.
- Must be able to work in a virtual (telecommuting) environment.

Preferred Qualifications:

- Completion, or in pursuit, of a degree in English (or similar degree) with a concentration in Journalism or Technical Writing
- Ability to accurately type > 40 words per minute
- Basic understanding of Information Technology (IT)
- Experience working with formal stylebooks (e.g., MLA, Chicago, AP, GPO)
- Experience with publishing software (e.g., MS Publisher, Adobe)
- Able to work a flexible schedule to support deadline-driven proposal efforts
- Strong knowledge of Google Platform (Google Sheets, Docs, Calendar, etc.)
- Strong creative problem solving skills