



Staff Writer

Volunteer Position Description

Overview: Do you have a talent for writing and a passion for Alpha Sigma Tau? Are you looking to share inspirational and meaningful stories with your Sisters across the country? Do you want to help spread the good news about our Sorority? Then apply to be a Staff Writer!

We are seeking volunteer Staff Writers to create written content for various Sorority communications including (but not limited to) email newsletters (*The Crest* and *Connections*), social media, printed publications, and our member magazine, *The Anchor*. Staff writers will work with the Director of Marketing and Communications, along with other staff and volunteers, to research, write, and edit compelling pieces that showcase the Sorority and its members, history, and initiatives.

Reports to: Director of Marketing and Communications

Direct Reports: None

Key Relationships:

- Headquarters Staff
- *The Anchor* Editorial Team
- Assignment subjects and interviewees

Time Commitment and Term: Varies depending on the project. Content length and production timelines will be different for each assignment. Most will likely be 2-5 hours per project.

Note on The Anchor: The magazine is currently produced three times a year. The spring issue typically is finalized in late March and the fall issue typically is finalized in early October. The summer issue is electronic and is typically finalized in late July or August. The time commitment for writers during general preparation is 1-3 hours per week, and 3-6 hours per week during the content creation stage.

Primary Responsibilities and Expectations:

- Create written content for various pieces
- Proof and edit

- Craft compelling and engaging written content
- Work closely with staff and other project teammates
- Participate in content planning
- Offer advice as a writing and storytelling expert; present writing recommendations to the Director of Marketing and Communications and other teammates
- Adhere to the Sorority's Style Guide during all projects
- Utilize the Basecamp web-based project management tool to track projects
- Participate in Sorority surveys, programs, and events, as able
- Understand the Sorority retains ownership of all images, graphics, content, etc. created by volunteers for Sorority projects, and reserves all applicable rights and protections. Volunteers may access and use their work as part of their professional portfolios and for use in marketing their own professional services.

Required Qualifications:

- Exceptional written communication skills (including punctuation, grammar, spelling, structure, voice, etc.)
- Ability to craft engaging and meaningful stories that appeal to readers
- Ability to commit and adhere to production timelines and deadlines
- Strong understanding of copyright and image use limitations
- Membership in Alpha Sigma Tau; must be in good standing

Preferred Skills and Attributes:

- Proven experience with writing content that appeals to various audiences
- Ability to build positive relationships with assignment subjects
- Capacity to work independently and as a member of a remote team
- Proficiency with online collaboration tools, such as Dropbox, Basecamp, and Google products
- Experience editing written content within parameters of an editorial style guide

Anticipated Start Date: September 2017

Application Process:

Applications will be accepted through August 18, 2017. Interested applicants should complete the [Alpha Sigma Tau Volunteer Application Form](#) and upload attachments of the following additional required materials:

1. Resume
2. Three to five samples of your written work
3. Responses to the following questions:
 - a. What is your experience with writing compelling and engaging content?
 - b. What experience do you have with collaborating with teams and leaders remotely?