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## **JOB DESCRIPTION**

### **POSITION : Content Writer and Research Intern**

#### **OVERVIEW:**

We are looking for a Content Writer to join our editorial team and enrich our websites with new blog posts, guides and marketing copy.

If you're familiar with producing online content and have an eye for detail, then this is the place for you. Feel free to share samples of your work or portfolio of your published articles, along with your application.

#### **RESPONSIBILITIES:**

- Research industry-related topics (combining online sources, interviews and studies).
- Proofread and edit blog posts before publication.
- Submit work to editors for input and approval.
- Coordinate with marketing and design teams to illustrate articles.
- Conduct simple keyword research and use SEO guidelines to increase web traffic.
- Promote content on social media.
- Ensure all-around consistency (styles, fonts, images and tones).

#### **REQUIREMENTS:**

- Proven work experience as a Content Writer, Copywriter or similar role.
- Portfolio of curated articles.
- Experience doing research using multiple sources.
- Excellent writing and editing skills in English.
- Ability to meet deadlines.

#### **PERKS :**

- Recieve a certificate upon completion
- Work with a diverse team with a vision of sustainable future
- Letter of Recommendation (Performance based)
- Other incentives (Performance based)

**DURATION - 6 weeks**