



Job Title: Staff Writer

Location: UGM Administration, 1224 E Trent, Spokane

Status: Full time, 8:30 a.m. – 5 p.m. Monday – Friday

Summary

The staff writer speaks with clear, compelling, reliable and consistent language on behalf of UGM as an organization. Collaborating with the Marketing and Communications team, s/he upholds UGM core values in how we speak to and interact with the public, clients, staff and ministry partners. The staff writer produces copy for use across a wide variety of platforms: UGM website, social media, print materials, advertising, signage and events. The staff writer is also responsible for managing UGM's social media platforms.

Responsibilities

- Interview residents, volunteers and staff with the end goal of writing copy to communicate the work of UGM.
- Write and edit stories from all areas of the ministry to share through multiple platforms: newsletter, blog, video, direct mail, social media, website, etc.
- Write and edit brochure copy, annual report, posters and other flyers, receipt stuffers, etc.
- Manage the UGM blog based on themes and content discussed with the marketing team.
- Strategically share and layer content across multiple platforms – blog, social, email, print, etc.
- Assist Marketing Director in maintaining a vibrant digital and social presence by collecting stories and statistics from all departments, linking to pillar content on the website, blog and HubSpot offers, commenting/linking and sharing to news media and other relevant sites.
- Write thank-you letters and other correspondence as requested.
- Review/edit/proof copy written by direct mail provider, marketing director and others. The staff writer is the final point of contact for safeguarding against typos and other errors that might harm the UGM brand.
- Edit/post job postings received from HR for the UGM employment page.
- Obtain, organize, compile and distribute ministry statistics.
- Recruit, train and manage volunteers to help with copy writing, transcription, reporting and some online responsibilities – calendars, etc.

Required qualifications

- Excellent written and verbal communication skills.
- Computer literate (Word, Excel, Outlook, Google and social platforms)

Preferred qualifications

- Bachelor's degree in English, Communications or similar field
- Published writing samples
- Marketing experience
- A teachable spirit and the ability to multi-task, listen, and make sound decisions in alignment with UGM's purpose.
- Volunteer experience with people experiencing homelessness or living in poverty

Compensation: Depends on experience

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION

HumanResources@uniongospelmission.org

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

Fax: 509-535-0315

uniongospelmission.org/employment