



Freelance Content Writer

Scope of Work

Overview

We are looking for a creative Freelance Content Writer for CMMB's websites and our Annual Report. The Content Writer will be responsible for writing informative and engaging short- and long-form articles, blog posts, and landing pages following the best SEO practices to highlight our mission, showcase our work, and tell impactful stories. Responsibilities include researching assigned topics, interviewing volunteers, donors, and industry experts, and creating and proofreading content that follows our language and style guidelines.

Key Tasks and Deliverables

- Create content in the form of articles, blogs, how-to guides, and infographics for our websites and Annual Report
- Research assigned topics and conduct interviews with volunteers, donors, and industry experts when necessary
- Conduct in-depth keyword research and apply SEO strategies to the articles to increase content and brand visibility
- Proofread content before sending it to the editor

Timing

September through November, with an option to renew.

Qualifications and Requirements

- Bachelor's degree in English, Marketing, Communications, Journalism, or a relevant field
- Prior content writing experience for a nonprofit
- Knowledge of SEO, content management systems, and word processors (such as Microsoft Office and Google Docs)
- Ability to follow our writing guidelines and create content that adheres to our vision and mission
- Excellent communication skills

How to apply

Visit our [careers page](#) for more information and [click here to apply](#).