

## Full Job Description

### About the Company

Headwaters Relief Organization is a collaboration of volunteers that supports the needs of families and communities by providing public health services, psychosocial and medical support as well as disaster debris clean-up and re-building. We are a 501c (3) registered non-profit based in Minnesota.

Headwaters seeks to inspire passion to serve others. We forge connections between those who are being served, our team and the community. We work to ensure that every volunteer, regardless of age, background, skills or experience feels valued and motivated to continue to serve others. Our volunteers learn to recognize, respect and value differences. In doing this work, Headwaters' volunteers build stronger communities and a better world for all. Learn more about us at [headwatersrelief.org](http://headwatersrelief.org)

We are seeking an intern with creative writing skills to join our team!

### General description of position

We're looking for someone to help for three months who has excellent writing skills, a love of words, and that is able to create amazing results.

You must be collaborative by nature and enjoy partnering with team members to create compelling content that's irresistible across all touch points.

The work you and your team produce will live in several forms: long form copy (blog series of interviews, articles), writeup for website content and social media. The successful intern will help us with documenting our experiences with years of work (nationally and internationally), conduct series of interviews with our volunteers, conduct research on storytelling and write content about Headwaters' story books as well as editing the old descriptions to the new style. This position would also help with revising our existing website and create/upload content for our social media.

- Meet with internal teams to holistically understand how we work and partner with the director for concept of focused writing campaigns
- Craft the stories that can be shared across multiple platforms and with various stakeholders
- Create long-form pieces synthesizing information obtained through conversations, as well as existing internal and external research
- Produce content for publication in print and online according to agreed style and language, and keeping to strict deadlines
- Repurpose and condense pre-existing content

- Perform research on relevant literature and media

### **Experience required**

This position would be ideal for a college student or recent graduate in fields of public health or journalism or a writer looking for additional part time work.

### **Skills Needed**

- Strong writing skills (journalistic/AP style) with a focus on accuracy and detail
- Experience with interviews and designing creative content
- Effectively manage your time across multiple projects to ensure deadlines and schedules are met.
- Strong attention to detail (both verbally and visually)
- Collaborative and team player
- Highly organized
- Social media management skills
- Good communication on project progress (check in, following up on status)

### **Job Type**

Part-time, Internship

### **Schedule**

20- 25 hours/ week

Duration: Can start ASAP. Can be anywhere between 12-14 weeks. With a possibility of extension.

### **Application Submission Guidelines**

Please email us at [info@headwatersrelief.org](mailto:info@headwatersrelief.org) your

- Resume/CV
- Cover letter with compensation requirements
- Job Type: Part time/ Internship. Can be remote but regular in person required for meetings, interviews
- Portfolio (3 writing samples)