

The Chicago Council on Global Affairs

Position Title: Web and e-mail copywriter/editor (temporary contract position)

Reports To: Director, Marketing and Communications

Responsibilities

Reporting to the Director of Marketing and Communications, the Web and e-mail copywriter/editor is responsible for writing, editing, and posting content on the Council's Web site via a content management system and for formatting e-mail text and photos and sending e-mails via an eMarketing distribution system. The Web and e-mail copywriter/editor also will assist with other writing and editing tasks as necessary including for printed publications.

- Work with program staff to write and edit content for the Council's Web site; post Web content on the Council's site using a content management system; content responsibilities including: program and event descriptions and summaries of multimedia files; press releases and media advisories; membership information; position openings; lists of board of directors, corporate members, and staff; studies, conferences, and task force descriptions; Hot Topics, Spotlight, and Promotions
- Reformat print publications, such as program flyers or conference agendas, and layout content for the Web
- Reformat graphics, such as cosponsor logos, and photo images for use on the Web
- Create and distribute Chicago Council e-mails to all constituencies; includes updating and laying out content for the weekly e-Calendar updates, upcoming programs/events announcements, membership promotions, etc.
- Assist in maintaining and monitor an e-mail calendar to ensure e-mails are scheduled appropriately and sent on time
- Ensure timely distribution of constituent inquiries received via the Council Web site
- Post event and event-related information on the Council's Facebook page
- Other writing/editing tasks as necessary, including for the Council's printed publications such as a quarterly newsletter, annual report, event brochures and direct mail materials, invitations, award citations etc.

Qualifications

- A bachelor's degree in Journalism, Communication, English and/or 1-2 years of experience working with Web site content or in a related area
- Excellent written and verbal communication skills
- Familiarity with Web content management systems, html code, photo editing software, etc.
- Excellent organizational and multi-tasking skills
- A critical thinker and a problem solver who pays close attention to details, meets deadlines, shows initiative, works independently and as part of a team, and who is flexible and adapts easily to new situations

To Apply

Please e-mail a cover letter, résumé, and two - three professional writing samples as Word documents to hr@thechicagocouncil.org. You can also apply via the Council's Web site at www.thechicagocouncil.org in the Career Opportunities section. EOE

About Us

The Chicago Council on Global Affairs is a leading independent, nonpartisan organization committed to influencing the discourse on global issues through contributions to opinion and policy formation, leadership dialogue, and public learning. The Chicago Council on Global Affairs, founded in 1922 as The Chicago Council on Foreign Relations, has been the pre-eminent forum in Chicago and the Midwest for the discussion of world affairs and U.S. foreign policy since its inception.