# **JOB DESCRIPTION – Gracia Raina Foundation**

## **Job Title – Content Writer**

### Job Brief:

We are looking for a competent Content Writer, who is a creative professional and a passionate learner, and can ensure that the content is relevant enough to create interest for the audience, plus answer any of their questions and possibly convert them into an audience. The Content Writer should be able to take complex information and turn it into easy-to-understand copy.

### Skills & Qualifications:

High level written communication skill in many different styles/tones, Excellent knowledge and high comprehension of Microsoft Office and Google docs, Proficiency in English and Hindi, Impeccable spelling and grammar, Great research, organizational, and learning skills, Organisational Skills, Discretion and confidentiality, Exemplary time management, Ability to multitask and prioritize daily workload

### Job Description:

* Understand the GRF model and the foundation’s overall goals
* Have thoughtful conversation with all parties involved to decide on upcoming content
* Research to locate the best possible information
* Evaluate impact of the content published for mother and child care, welfare and development
* Coordinating social media posts
* Content for website, blogs, news articles, whitepapers, case studies
* Answering or directing inquiries for GRF
* Content for banners, advertisements, fliers, templates, brochures and corporate reports
* Contributes to team effort by accomplishing related results as needed.

### Hours of work:

Full-time, Monday through Saturday, 10 am to 6 pm.

There may be an occasional requirement to work over weekends, in such cases there’d be compensatory offs.