



## Communications Writer/Editor

### About Cities of Service

A national nonprofit organization, Cities of Service helps mayors and city leaders tap the knowledge, creativity, and service of citizens to solve public problems and create vibrant cities. The organization provides technical assistance, programmatic support, planning resources, and funding opportunities to cities and their leadership.

Founded in 2009 by New York City Mayor Michael R. Bloomberg, Cities of Service was initially incubated within Bloomberg Philanthropies and began operating as an independent entity in February 2014. Today, Cities of Service supports a coalition of more than 225 cities whose mayors and chief executives represent nearly 55 million people in 45 states, and more than 10 million people in the UK.

### Position Overview

The Communications Writer/Editor's primary responsibility is the research, development, writing, and publishing of written content across a variety of platforms. Through dynamic storytelling, the Communications Writer/Editor helps coalition cities share solutions, best practices, and lessons learned, spreading awareness about their great work to other cities, Cities of Service peer organizations, and potential funders. They also support the organization's mission and work by communicating with coalition members, media, donors, and other constituents. The Communications Writer/Editor reports directly to the Communications Director.

Cities of Service operates as a highly transparent, interdependent team. While each individual leads and supports discrete projects and initiatives, everyone works together to get the job done. As a member of a small, energetic, and results-driven nonprofit serving a national audience, the ideal candidate is highly productive, organized, and focused. They are able to prioritize effectively, maintain a positive attitude, and demonstrate characteristics of a self-starter and team player. This position provides the opportunity to contribute to a fast-paced, growing, nimble nonprofit, supported by a strong, experienced staff and a leading philanthropic organization.

### Duties and Responsibilities

- Write content for a variety of materials and digital platforms, including web copy, blog posts, organizational messaging, social media content, and printed materials.
- Write and edit press releases, op-eds, messaging documents, talking points, correspondence, and pitch memos.
- Develop content that is SEO-focused, white-hat, and inbound and know how to use it effectively in writing web copy, blogs, and op-eds.
- Manage communication with Cities of Service coalition cities to capture, record, develop, and package content that shares the impact of our programs



with various audiences.

- Identify media stories, policy issues, and relevant current events that can be leveraged to support the organization's work and outreach efforts and write content that serves this purpose.
- Work with the Communications Associate to integrate content into the editorial calendar.
- Conduct research and coordinate materials and production for written, oral, and visual presentations.
- Develop event-related content and collateral.
- Perform other duties as needed.
- Please note that travel to coalition cities may be necessary to interview subjects, coordinate with local and national press outlets, and support the development of video and photography products.

### **Qualifications**

- Bachelor's degree required, preferably in journalism, electronic media, or related field
- 3-5 years of work experience in journalism, communications, and/or marketing
- Significant experience writing, editing, copyediting, and proofreading content and brand materials for a variety of formats and platforms
- Outstanding written and oral communication skills
- Ability to produce content in a fast-paced environment
- Deadline-oriented personality
- Experience with field communications, field reporting, and interview-based storytelling
- Experience contributing to an editorial calendar
- Event planning, logistics, and coordination experience a plus
- Video and photography experience a plus
- Desire to learn, work hard, and collaborate with cross-functional teams
- Ability to work independently
- Excellent organizational skills with strong attention to detail
- Demonstrated ability to manage multiple projects and implementation timelines simultaneously



### **Duration and Compensation**

This is a full time, salaried position with Cities of Service. Position offers a competitive salary and excellent benefits.

### **To Apply**

Interested, qualified applicants should submit a cover letter addressing their interest, experience, and qualifications for the position, along with a resume, three writing samples, and three professional references to [careers@citiesofservice.org](mailto:careers@citiesofservice.org).