



Part-Time Senior Copywriter

**Part-Time | Bilingual
Remote | Atlanta, Georgia**

Ruby Brick is a growing digital communications agency that collaborates with organizations to craft compelling, creative, and data-driven communications strategies for social impact. We partner with our clients to expand their reach, amplify their message, and activate their community in a way that creates deeper, intentional experiences and partnerships

Ruby Brick is looking for individuals passionate to use their creative skillset and relationship management skills in a dynamic, open, and collaborative environment. At Ruby Brick, we take a “people first”, “remote first” approach to how we work as we collaborate, create, and connect. We are currently looking for a **Senior Copywriter** to join our team.

Senior Copywriter:

The Senior Copywriter role leverages creativity, data, and project management skills to support client relationships and track content deliverables to move a client’s unique communication goals forward. This role will partner with the Lead Strategist to create content and manage the scope of work for a client.

This role is part-time, primarily remote (Atlanta preferred location), averaging 25-30 hours per week with availability to grow. Monthly team meetings are in-person as are some client meetings. As a “people first” organization, the role may require occasional flexibility on evenings and weekends. However, due to the nature of this position, this is not a primarily nights and weekends role, and the Senior Copywriter needs to be able to work and take meetings during the day.

Relationship Management & Engagement

- Build a positive, working relationship with the client and internal team to support the scope of work and content deliverables.
- Track and monitor the client’s annual strategy, deliverable timelines, and create reporting opportunities to highlight ongoing achievements and opportunities.
- Track and monitor scope of work and deliverables in alignment with executed client contract; proactively informing the Lead Strategist if any intended projects are outside of scope or will require additional team support
- Prepare for client meetings, offering creative and customized content ideas for each client.
- Maintain a commitment to established timelines, deadlines, and rhythms co-created by the client and Ruby Brick.

Content Direction & Management

- Research new client's previous communication strategies, social media, and print content to gain a sense of the voice of the customer to support deliverables and future strategy
- Collaborate with the internal content team to brainstorm client deliverables, delegate, and track deliverable timelines.
- Draft content elements for clients including, but not limited to: blog posts, thought leadership pieces, LOIs, social media content, videos, email content, website copy, etc.

Team Collaboration

- Collaborate with team members to support client engagement and content creation, stepping in to lead where necessary or pitch to new clients.
- Leverage your skills to collaborate with the team to ideate, develop, and promote new products and services.
- Be an active participant in thought leadership, team meetings, and gatherings
- Lead with a people first perspective; assume good intent, collaborate, be transparent and accountable.

Skill Knowledge, Experience and Expertise:

- Ability to work independently and communicate proactively with team members across roles
- Willingness to jump in and learn new skills or experiment with new technologies
- Confident communicator, able to balance nuance and professionalism
- Exemplary English writing skills (additional Spanish skills preferred)
- Firm commitment to details and deadlines
- Ability to balance multiple priorities and streams of information
- Digital marketing and/or communications skills and experience
- Knowledge of content planning + creation
- 2+ years of copywriting experience a plus
- Ghostwriting experience a plus
- Experience on a nonprofit team a plus
- Experience in development/fundraising a plus
- Confidence with Google Suite (Docs, Sheets, Slides, etc)
- Proficiency with Canva for graphic and video editing
- Website CMS (WordPress, FinalSite, SquareSpace, etc)
- Experience with Asana a plus

Benefits:

- Compensation: Annual salary \$30k-\$40k
- Flexible Work Schedules: Part-Time 25-30 hours per week
- Paid Time Off: 2 Weeks + Holidays + Flex Days
- Annual technology stipend
- Quarterly phone stipend

What Next:

We are hiring this position to start in January 2023. If you are interested in this position, please email hello@rubybrick.com with the subject line "Senior Copywriter." Please include your resume, which should include a link to previous work. We will follow up directly with you.

Equal Opportunity:

Ruby Brick is an equal opportunity employer committed to hiring a diverse workforce at all levels. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law.