



**Job Title: Writer**

**Department:** Programs, Advocacy, and Action

**Reports to:** Director of Strategic Communications

**Level:** Grade 6 (Bargaining Unit)

**Position:** Exempt, Full-Time (35 hours/week)

**Starting Salary Range:** \$75,000–\$82,500 per year

**Location:** Boston/Cambridge, MA (some positions may be remote eligible)

**Other Work Conditions**

The organization requires all UUSC community members to be fully vaccinated against COVID-19. Our office in Cambridge, MA is regularly cleaned, and standard safety protocols are followed in accordance with public health authorities to prevent the spread of infectious disease.

**Organization Overview**

Guided by Unitarian Universalist principles and the Universal Declaration of Human Rights, UUSC is a human rights organization that strives to advance human rights, dismantle systems of oppression, and uplift the inherent dignity and power of all people. We focus our work in three intersectional areas of justice: Migrant Justice, Climate and Disaster Justice, and International Justice and Accountability. We center the voices and experiences of those most affected and strengthen those grassroots groups and movements who are organizing themselves to advance these goals. To accomplish this, we offer Justice Education and Leadership Development, Engagement and Mobilization for Advocacy, and Grantmaking and Partner Support.

**Overview**

UUSC is hiring a writer to develop unique and engaging content for the institution’s digital platforms. The writer will work collaboratively with the Strategic Communications unit and departments across the institution to produce timely and relevant content for UUSC’s website and social media platforms as well as external audiences such as the media and elected officials. The writer will have a strong understanding of message development and branding to keep UUSC’s digital content up to date and engaging. The writer will also ensure consistency across all digital platforms and coordinate several project schedules to ensure that UUSC’s core audiences are consistently delivered fresh, dynamic, informative, and influential content.

**Responsibilities**

*Media*

- Responsible for writing and distributing press statements, opinion editorials, and media advisories
- Draft quotes, statements, and opinion pieces on behalf of UUSC leadership

*Social Media*

- Collaborate with Digital Strategist to develop and implement a social media strategy and social media toolkits (Writer will develop content; Digital Strategist will post content and ensure that it is optimized for social media platforms)



- Serve as primary point of contact, writer, and scheduler for UUSC Medium account

#### *Website*

- Serve as content generator for website; assess content strengths and areas of growth; develop dynamic content
- Collaborate with Digital Strategist to ensure that content on website is up-to-date, informative, and engaging
- Serve as primary point of contact for UUSC blog; author and edit blog submissions and manage blog calendar
- Generate content for e-actions and ensure that e-actions are timely and regularly shared on social media
- Oversee communications editorial calendar, flagging potential areas for content creation and ensuring UUSC is planning its content well in advance
- Work with Impact Storyteller to produce blogs, social media, and other communications deliverables that share partner work and impact

#### *Messaging/Brand*

- Assist Communications Director and collaborate with Impact Storyteller to develop message narratives, arcs, and talking points for institutional bodies of work
- Use messaging narratives, arcs, and talking points to create engaging content such as videos, one-pagers, graphics, etc. (note: this position will not be responsible for graphic design)

### **Qualifications**

- Strong commitment to human rights and social justice
- Understanding of intersections among human rights and social justice issues and ability to tie these together into cohesive narratives
- At least 5 years of demonstrated relevant content creation experience in the form of writing blogs, press statements, opinion pieces, newsletters and other externally facing communications materials
- Demonstrated experience working with communities facing oppression (BIPOC, LGBTQ+, people with disabilities, etc.)
- Excellent writing and communications skills
- An ability to take initiative and offer and execute innovative ideas for engaging with UUSC stakeholders
- Ability to solve problems, think critically, and make sound decisions
- Advanced proficiency in English is required
- Bachelor's Degree or equivalent experiences required. Master's degree preferred. Life skills experience and voluntary work are recognized and valued

### **Employment Benefits**

UUSC offers a generous benefits package including health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, retirement plan with 9% of salary contribution to pension plan after 1 year of service, flexible spending plans for medical and dependent care, commuter allowance, and generous paid time off.



## **Non-Discrimination and Equal Employment Opportunity**

UUSC's mission affirms and celebrates the inherent dignity and power of every person. We are committed to creating a diverse and talented team to achieve that mission. UUSC is an Equal Opportunity Employer and is committed to the full inclusion of all. UUSC is deeply committed to ensuring that our organizational culture, policies, and employment practices embody equity and justice.

**Interested candidates may email a cover letter and resume to [employment@uuscs.org](mailto:employment@uuscs.org)**

Or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources)  
689 Massachusetts Avenue, Cambridge MA 02139

For more information about the Unitarian Universalist Service Committee, please visit  
[www.uuscs.org](http://www.uuscs.org)