

## Looking for a fully remote position with a competitive salary and benefits? Join Mind & Media's team of creatives!

Mind & Media is an Emmy-award winning company. We've created national PSA campaigns, engaging e-learning, and instructional and marketing videos for a wide variety of organizations.

We're looking to expand our group of writers. If you enjoy crafting content to teach or persuade a variety of audiences, keep reading!

**What's in it for you: Competitive salary and benefits, and remote work on interesting projects with productive, communicative, award-winning colleagues.**

### Who We're Looking For

You're a proficient writer, that's assumed. As such, you'll be tasked with crafting persuasive, innovative and easy-to-understand narratives across multiple channels that inspire the target audience to action. We're looking for someone who can collaborate with other writers, interactive media designers, subject matter experts, and clients to write digital advertisements, social media posts, PSAs, video scripts, online trainings, and more.

You're also a decent editor! Must know how to give constructive notes on others' work and be a sharp proofreader. You have a degree, but we won't hold it against you if it's not in English or Communications—good writers come from many different backgrounds. *And* you have the real-world experience to show off your skills.

We're looking for a team player who can think conceptually, write creatively, and bring key messages to life. We're looking for someone who can produce quality work while hitting project deadlines. You're flexible, quick, and can hit the ground running. You're okay with switching from project to project and keeping track of moving parts.

As this is a **fully remote role** (with the option to work in-office in Alexandria, Virginia), you must be intrinsically motivated, responsible, and a great communicator! You are comfortable working and interacting in a fully remote environment.

### Who We Are

For nearly 30 years, Mind & Media has combined strategic communication analysis with media production to deliver powerful messages that inspire action. We have more than 300 awards to our name for our client work in e-learning, web, film, broadcast, video production, and social media. Although our history includes a traditional office, we've been working fully remotely for several years, with no loss in productivity.

Successful team members are self-starters who communicate well, meet all deadlines, and contribute positively to our collaborative effort to deliver great results while mentoring and supporting each other's development.

## Job Summary (All the stuff you may be working on at Mind & Media!)

As a writer, you will craft persuasive, innovative, easy-to-understand narratives across multiple channels that inspire the target audience to action. Your days and weeks may vary quite a bit, or you may be working with the same client for months. Different tasks could include:

- Developing engaging copy for multiple channels
- Writing social media posts, PSAs, digital ads, web copy, video scripts, and online trainings
- Meeting with new and existing clients to determine their needs and goals and crafting communication strategies and plans
- Attending client meetings and check ins
- Researching a variety of subjects
- Creating presentation decks
- Contributing to reports, proposals, and internal projects when needed
- Light project management (task leadership) to oversee deadlines and moving project parts
- Collaborating with your diverse team of coworkers

## What We Offer (besides a paycheck and an awesome place to work!)

- Remote Work:** You are allowed to work remotely on a full- or part-time basis.
- Paid Time Off:** Three weeks in years 1–2, increasing annually to a maximum of 5 weeks after year 7
- Paid Holidays:** Eight paid holidays
- 401k Profit-Sharing Retirement Plan:** Mind & Media contributions are made each year based on the profitability of the company, regardless of whether you are contributing any of your own money. Company contributions vest over six years.
- Insurance:** Mind & Media pays for a percentage of medical insurance, dental insurance, life insurance, and short-term and long-term disability insurance.
- Fitness Reimbursement:** Mind & Media offers reimbursement for gym/fitness memberships up to \$50/month.
- Professional Development:** Mind & Media pays a portion of certain professional society dues and pays for any in-house or out-of-house required training.

## Interested?

We'd love to hear from you! Write us a cover letter that explains why you are a good fit and include your resume and at least three contrasting samples of your work, or link to an online portfolio. Send that info to Jill Nienhiser, Director of Content Development, at [careers@mindandmedia.com](mailto:careers@mindandmedia.com).