

## Consensus Building Institute

### Staff Writer/Web Content Manager

#### To Apply

Women and candidates of color are strongly encouraged to apply. Please send your cover letter, resume, two references, and three writing samples intended for a non-academic audience via email to [inquire@cbi.org](mailto:inquire@cbi.org) using the subject line "Staff Writer Application."

#### Overview

The Consensus Building Institute (CBI) is a not-for-profit organization created by leading practitioners and theory builders in the field of public collaboration. CBI serves public, nonprofit, and private clients worldwide by providing facilitation, collaboration, and dispute resolution services; training in negotiation and consensus building techniques; and evaluative research. CBI also plays a key role in helping to build the intellectual capital of the field. CBI believes that our most challenging problems are solved through collaboration. When the ideas, values, and voices of all affected stakeholders are included, we can achieve outcomes that are wise, fair, and lasting.

CBI conducts its work in the U.S. and internationally with an office in Cambridge, Massachusetts, and additional staff in Portland, ME; Washington, D.C.; Denver, Colorado; San Francisco, California; New York, New York; Montreal, Canada; and Santiago, Chile.

CBI is an equal opportunity employer. We aim to be a place where a diverse mix of talented people do their best work together. We encourage applications from candidates with diverse backgrounds, including but not limited to race, ethnicity, gender, economic status, religion, disability, age, or sexual orientation. Persons of color are strongly encouraged to apply. CBI is committed to diversity, equity, and inclusion both within our organization and in our collaboration practices.

#### Job Description

The Staff Writer/Web Content Manager is essential to CBI's communications and mission. This position is an opportunity for an individual with strong writing and communication skills to build public understanding and stakeholder interests in public collaboration and conflict resolution, by advancing the thought leadership and marketing efforts of a vibrant, mission-driven organization.

The successful candidate will develop written content for newsletters, emails, blogs, case studies, social media, and additional project-specific materials. The individual in this role will also have opportunity and encouragement to identify new documentation, dissemination, thought leadership, and marketing approaches and channels.

This position is primarily remote. Location in a CBI office area (Boston, Washington, DC, Denver, San Francisco, Los Angeles) is a plus but not required. CBI will consider candidates with a proven track record of independent work, and excellent remote communication and project management skills. We anticipate that this position will be approximately half-time. The successful candidate and CBI will jointly develop an initial scope of work and hours.

Tasks will include:

- Writing and editing CBI communications content, including but not limited to:

- CBI Reports, a biannual newsletter
- Blog posts with potential for cross-posting on partner platforms
- Brief monthly updates on CBI projects for web email, and social media
- Case studies
- Communications collateral, such as fact sheets
- Writing and editing CBI project proposal template materials, such as descriptions about CBI's work and expertise, and larger proposal narratives.
- Writing and editing select project-specific content such as:
  - Final reports and documents
  - Project-specific websites
  - Project-specific collateral, such as fact sheets
- Writing and editing articles for publication
- Uploading and editing content on CBI.org using our MODX CMS
- Working with external graphics professionals to create high quality, on-brand materials
- As the individual becomes familiar with CBI and our work, developing new approaches and tools for communications

### Required Qualifications

- Outstanding, proven writing and editing skills
- At least three years' experience working in a professional setting as a writer (for websites, newspapers, corporate, or non-profit communications)
- Bachelor's degree or equivalent skills credentials
- Ability to successfully handle multiple tasks and work with diverse individuals and organizations in a fast-paced environment
- Strong work ethic with demonstrated ability to work independently, responsibly, and diligently while also being an effective team player
- Excellent communication skills, particularly in working with project teams
- Skilled with Microsoft Suite, Google Suite, Adobe Creative Suite, Zoom, Constant Contact
- Fluency in social media: Twitter; LinkedIn and other

### Preferred Qualifications

- Communications or marketing experience with a non-profit or professional services organization
- Engagement with and ability to help place stories and commentary
- Skills in creating and editing content in HTML and other Web formats
- Familiarity with podcasting media
- Fluency in Spanish
- Graphic design skills

### Compensation

Salary range: \$75,000-\$85,000 Full Time Equivalent (FTE) annually. In addition to competitive compensation, CBI offers an excellent benefits package, prorated for this part-time position.

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