

# Staff Writer

## JOB DESCRIPTION

Notable Life, the go-to resource for every driven millennial, is looking for extraordinary editorial writers to join their growing team to start immediately. The ideal candidate has a brand-first philosophy, with at least two years experience in media. Social media expertise, a strong digital background, ability to shape content with a defined tone and voice and a desire to think beyond traditional borders is a plus.

## ROLES AND RESPONSIBILITIES

- Develop and execute daily written editorial content for Notable Life including content for publication, newsletter, social media and videos
- Contribute to weekly, monthly and yearly editorial and content planning sessions
- Co-develop and execute premium branded content campaigns
- Evaluate analytics and data to understand content that performs best and help make strategic decisions/recommendations
- Brainstorm new content campaigns with the sales team, assist with the pitch process when needed
- Attend industry events (networking events, conferences, media events etc.)
- Be a contributing member of our team and act as a brand ambassador at all times
- Go above and beyond job to enhance company culture and support a positive team environment
- Be committed to learning, growing, and developing within your role at Notable

## QUALIFICATIONS:

- Must be Word Press proficient
- Minimum of two years editorial experience with a media or content-based brand
- Ability to write and edit world-class content (writing samples to be submitted)
- Strong time management and organizational skills
- Willingness to work outside of traditional office hours
- Superior communication and interpersonal skills
- Ability to collaborate with a creative team and work independently
- Journalism background is a plus

Reports to: Managing Director

Please send your CV and cover letter to: [admin@notablelife.com](mailto:admin@notablelife.com)

We appreciate your application. If you have not heard from us within two weeks, we look forward to connecting in the future.