

Position Announcement

February 2018

Position: Content Specialist (Writer/Graphic Design)
Status: Full Time, Non-exempt
Reports to: Content Manager

Momentous Institute works to strengthen the social emotional health of children who are growing up in challenging circumstances, particularly those experiencing toxic stress as a result of poverty or trauma. Our mission, “Transforming children’s futures....creating new possibilities for success”, is anchored in innovative, evidence-based program services that focus on helping children achieve their full potential.

Objective. The Content Specialist helps develop content to establish Momentous Institute as a national center of excellence in social emotional health.

The Position. This position produces content for the Innovation and Impact team, to better spotlight and export Momentous Institute’s work in building and repairing social emotional health. The Content Specialist (Writer/Graphic Design) will be responsible for managing existing projects such as curricula and blog, as well as creating new, original content.

Responsibilities will include, but are not limited to, the following:

- Editing and designing Momentous Institute curricula.
- Writing blog posts and designing accompanying graphics.
- Creating and collaborating on print items for sale in the Momentous Institute shop.
- Collaborating on written books, manuals and other items produced by Momentous Institute.

This position is highly collaborative and creative. Candidates must be able to communicate with a wide variety of personalities and disciplines.

Qualifications:

- A minimum two years of experience in content, communications or other related field.
- Proven skill in writing, copy editing and proofreading, with exceptional attention to detail and accuracy.
- Graphic design experience, including multi-page layouts.
- Proficiency in Adobe Illustrator, InDesign and Photoshop.
- Ability to think conceptually, meet deadlines, and manage multiple projects and tasks simultaneously in a highly professional manner.
- Excellent interpersonal skills, including the ability to earn the confidence of a wide variety of professionals.
- Minimum: Bachelor’s degree in related field.

Desired personal qualities:

Integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Interested:

Applications are currently being accepted and the position will remain open until filled. Please send letter of interest and resume to:

Maureen Fernandez,
Content Manager
mfernandez@momentousinstitute.org.

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.