



## Remote, Full-time Creative Content Developer

ChiroCongress is seeking an imaginative, full-time, creative content developer to craft innovative & brand-focused content. The ideal candidate will assist with creative brainstorming and the development of communication plans for a fast-moving, dynamic, and multi-faceted organization. This is a remote, full-time position for an individual located in the US. We are seeking a self-motivated person who has the dedication required to work remotely with minimal supervision. Timely communication with the team is a critical component of this position.

### Who We Are:

In 1969, our organization was formed to bring together Chiropractic State Associations from across the US and its territories. We serve the top leaders in the chiropractic profession. You will be joining a nimble, dynamic, and dedicated team that is supported by nearly 100 enthusiastic volunteers. Recently, we have expanded operations to include several new business ventures to support the Chiropractic Profession as a whole. We aim for a work culture that is inclusive, transparent, and collaborative in all that we do. We are here to support each other and make sure that each person is heard and recognized for their contributions.

### Who You Are:

- 2+ years of experience in communications, multimedia production, copywriting, editing, and marketing
- Strong analytical skills and enthusiasm for data-driven marketing
- Clear, constant, and actionable communication
- Creative, collaborative, yet independent, able to multitask, prioritize and remain flexible in an evolving environment
- Ability to create design and copy projects that are innovative and on-brand
- You enjoy the challenge of wearing multiple brand "hats"
- Takes ownership of challenges to find actionable solutions
- Excellent time management skills and ability to hit deadlines
- Ability to multitask several projects
- Solution oriented
- Ability to use predictive thinking on next steps and strategy development around communications.
- Fearless adapter of changing technology and software platforms
- Takes feedback and direction well
- Sees the value in participating in planning and brainstorming meetings
- Provide own fully operational remote office space including computer, highspeed Internet, webcam, and other basic office equipment to perform all duties

## **Primary Roles & Responsibilities:**

*You will be responsible for the ideation, conception, & creation of compelling & creative content including:*

- Develop and manage communication plans
- Design and deployment of creative blog posts, email communications, e-newsletters, social media posts, website pages, event prospectus, event signage, and other digital and print-ready promo materials such as postcards, posters, flyers, etc.
- Writing and editing copy for existing and new websites
- Creating and maintaining content in mobile app
- Development of insightful and inspiring video production scripts and editing of content

## **Required Qualifications & Experience:**

- Software: Creative Cloud (Illustrator, Photoshop, Premiere Pro) or similar industry-standard creative tools.
- Exceptional writing, editing, and proofreading skills
- Related background experience in content writing, journalism, blog writing, etc.
- Familiar with up-to-date Social Media content writing practices & SEO content writing
- Possess strong communication skills
- Ability to refine processes and systems to aid the organization's growth and increase in cultural authority

## **Occasional duties**

- Event support - we lead local and national events throughout the year, and you may be asked to join us
- Assist with photo or video shoots

## **Soft Skills & Bonus Points:**

- Knowledge and/or experience the chiropractic profession
- Working experience with Wordpress/Divi

## **Equal Opportunities and Accommodations Statement**

ChiroCongress is an equal opportunity employer.

## **Schedule:**

- Monday to Friday | 8am – 5pm
- Occasional weekend or evening meetings/events
- Some travel may be required

## Salary Range

\$45,000 - \$55,000 USD per year

The base salary range represents the low and high end of the salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of compensation package for employees. Other rewards may include paid time off, bonuses, health insurance, and travel.

## How To Apply

If you have the experience & qualifications for this position and are interested in applying, please **submit your resume, a cover letter** outlining why you are interested in the position and what makes you uniquely qualified to work as a remote employee, **three professional references, and three personally created work samples.**

**Online applications will be accepted through our application form only.** To apply visit:

<http://forms.chirocongress.org/view.php?id=58320>