

Senior Staff Writer



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 27, 2024

Published : Sep 27, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Media fragmentation, changing consumer behavior, the shifting nature of search and social, and the rise of generative AI is transforming the practice of Marketing & Communications. As Senior Staff Writer at Quietly, you'll help our clients navigate this new world order and meaningfully earn attention by developing unique perspectives and crafting innovative copy.

Senior writers at Quietly know what it takes to cut through the clutter and engage audiences. They are passionate about language and understand that readers are discerning and time starved. They channel their inner nerd — using investigative research and data-driven insights to identify gaps, opportunities, and ultimately, thought leading narratives and angles — and then roll up their sleeves to bring it all to life.

Writers create content for a variety of user needs, formats, and have a strong appreciation for the relationship between textual and visual elements. They're able to adapt their voice to each project, and are able to work across an array of subject matter (from consumer luxury lifestyle to technical B2B software). Writers at Quietly don't just hone a strong voice; they cultivate many.

You're as passionate about writing as you are about editorial consistency and effectiveness — and you have no shortage of great ideas to elevate content. You inspire your teammates to raise the bar on every level — from brief to execution. You are looking for the next big challenge, and like us, you have no small plans.

This is a full-time opportunity offering a competitive base salary, 3-weeks vacation, and a comprehensive benefits package. [If these values resonate](#), we'd love to hear from you.

About the company: Quietly is an award-winning content consultancy, working across the entire lifecycle — from discovery and strategy to production and distribution. Quietly partners with category leaders such as Adobe, DoorDash, Dell, Goldman Sachs, Pinterest, PwC, and Toyota Research Institute to prove the impact of content on business results through a commitment to service that delivers actionable, expert counsel and compelling, effective content.

WHAT YOU'LL DO

- Produce a broad range of multi-format content, including but not limited to articles, white papers, social media posts, email campaigns, and video scripts for multiple Quietly clients, ensuring alignment with each client's style guides, brand voice and business objectives.
- Craft compelling narratives from technical, functional information that resonate deeply with emotions.
- Approach every piece of content as an exercise in branding; honing voice and tone across various audiences, products, services, etc.
- Research client industries and verticals to remain informed on their categories and to identify the greatest areas of opportunity within a specific project scope
- Conduct client and/or stakeholder interviews as needed
- Contribute in workshoping creative concepts with the account team, developing original ideas, creating connective tissues to opportunities surfaced from journey mapping, and when need be, representing the writer's perspective in meetings and presentations
- Collaborate with the account team to suggest future content outputs, possessing awareness of how your ideas fit within the broader context.
- Work closely with Editors and Editorial & Content Managers to ensure all information is accurate (fact-checking)
- Develop outlines and conduct preliminary research for projects outsourced to external contributors
- Assist with writing and/or editing tasks for other departments as needed (Insights, Delivery, Business Development)
- Proofread and edit content created by other team members, ensuring it meets Quietly's quality standards and adheres to client specifications.
- Deliver work within allotted hours and milestones (flagging risk if tasks begin to exceed scope)
- Ensure data-driven (read: SEO) recommendations are incorporated into any written materials based on client briefs.
- Stay updated with industry trends, content tools, and emerging technologies including the implementation of AI at Quietly to continuously improve content delivery and effectiveness for clients.
- Participate in Content and company-wide team meetings and contribute to Quietly's own marketing efforts

WHO YOU ARE

- A driven professional with a proven ability to create copy for a variety of audiences, brands, and industries
- 5+ years of experience, ideally with some agency experience
- Experience with B2B clients and technical subject matter
- Strong copy editing and proofing skills, and strong attention to detail
- Demonstrated ability to work independently when necessary and meet deadlines without hand holding
- A passion for ideas and storytelling, and an adaptability to extend thinking across diverse spaces beyond traditional copywriting
- Experience and passion for making connections between different disciplines and crafts: working with project management to shape scopes, client service to grow relationships with clients, and collaborating with strategy to craft briefs and stories that connect, inspire, and help clients make the best decisions about the work we make for them.

NICE TO HAVES

- Ability to communicate with both internal teams and clients, and not afraid to present. We want you to produce great copy but also be able to express your ideas clearly.
- Understanding of UI/UX design principles and overall design thinking philosophies (ie jobs to be done)
- Active participation in the design community in the form of organizations around topics related to the craft, and other networks pertaining to design community involvement.
- Proficiency with other languages (eg French, Spanish)

About Quietly

Our headquarters are located in an incredible converted two-storey live-work space with a gorgeous rooftop patio in the heart of historic Gastown. The building and first floor of our unit are accessible spaces.

Don't meet every single requirement?

Studies have shown that women and other marginalized groups are less likely to apply to jobs unless they meet every single qualification in the job posting. As a company committed to diversity and inclusion, if you don't check every box but do feel well suited for this role we strongly encourage you to apply. Diversity and inclusion at our company means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

We also welcome qualified candidates who face barriers to the workforce to apply. If you require support or accommodations throughout the selection process and/or while working at Quietly, please don't hesitate to reach out to our Head of People & Culture, Parker Bailey, at parker@quiet.ly.

[Apply for this job](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
