JOB DESCRIPTION

Strong Towns, a nationally recognized nonprofit organization, is seeking a dynamic individual to manage our content production and write regularly for our publication.

The mission of Strong Towns is to support a model of development that allows America’s cities, towns, and neighborhoods to grow financially strong and resilient. We have nearly 3,000 members worldwide, including at least one in each U.S. state. Our influential media stream reached over 2.2 million people last year and is shaping the national conversation on growth, development, and the future of cities.

We need someone to help us meet the growing demand for our unique and varied content. This could be you if:

- You’re one of the most organized people you know. If a colleague mentions a task they need help on, you’re already writing it in your to-do list before they’ve even finished talking.
- You enjoy working with writers to help hone their stories and make their writing the best that it can be.
- You’re a confident, agile writer yourself. You could take a timely story idea and turn it into a finished product (complete with interviews and research, if needed) within a few days.
- Impending deadlines and quick turnarounds don’t phase you. You’re regularly done with tasks well before they’re due.
- You’re comfortable learning online platforms and technology. You might already have experience with platforms like Squarespace, Airtable, Slack, and Zendesk.
- You’re motivated to be part of a nonpartisan nonprofit that helps people make their cities and towns more economically resilient.
- Bonus: You have experience working for an online publication with daily deadlines.

Our team collaborates digitally from locations around the country; this is a remote position open to anyone in the US. We have content deadlines and occasional event-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding, and our organization is making a difference.

DUTIES

The Strong Towns theory of change is to expose people to our ideas, engage them in making those ideas relevant to their place, and then connect them to a growing movement of people, nudging them to take action in their community. The Content Manager position is needed to help us coordinate, manage, and execute our content production strategies.

The Content Manager is part of a Content Team that includes the organization’s Program Director (who will be your supervisor), Copy Editor/Designer, Senior Editor, and Communications Associate. Working with this team, the position’s duties include, but are not limited to, the following:
• Manage the Strong Towns content calendar to ensure that the organization is meeting production schedules and content goals.
• Coordinate the production of content and special features, including working with writers, podcasters, audio editor, and others involved in preparing content for Strong Towns.
• Write weekly articles for the site on newsworthy topics, including researching and conducting interviews for stories.
• Write regular announcement and summary posts as needed.
• Lead weekly pitch meetings with the full Content Team.
• Create landing pages and help edit webpages (no coding experience needed, although basic coding is helpful).
• Analyze data collected in Google Analytics, Chartbeat, Crazy Egg, and other platforms, to respond to audience feedback and advise the Team on strategy.
• Work directly with the President and the Program Director to implement the Strong Towns Strategic Plan and achieve the organization’s goals, as established by the Board of Directors.

COMPENSATION
This is a full-time position that pays up to $44,000 annually. In addition, Strong Towns provides a defined contribution for health coverage and a matching contribution for retirement, as well as paid family leave.

TO APPLY
If you are interested in this position, please visit www.strongtowns.org/employment to start the application process. We are looking to fill this position by November 26, 2021.