Job Description: Freelance Writer – Minneapolis, MN

REPORTS TO
Communications Manager

POSITION SUMMARY
The Catholic Schools Center of Excellence (CSCOE) is a new nonprofit organization with a simple, two-part mission: to help Catholic elementary schools in the Archdiocese of Minneapolis and St. Paul achieve and maintain excellence while increasing student enrollment. We are looking for outstanding writers with the ability to write compelling and engaging magazine articles and copy for offline and online communications collateral.

All Freelance Writers will receive emailed assignment details (background information, contact information for interviews, deadlines, and compensation amount) on a rolling basis. Whoever has time for and interest in a particular assignment may request the assignment. On occasion, a specific piece may be assigned to a specific Freelance Writer. The Communications Manager will serve as Editor, providing feedback and edits to writers.

QUALIFICATIONS AND/OR EXPERIENCE
• Coursework or degree in Catholic Studies and/or Communications/Journalism
• Exceptional writing and verbal communications skills
• Excellent memory for and attention to detail
• News gathering experience
• News interviewing experience
• Strong initiative and the ability to work independently
• Ability to meet deadlines
• Knowledge of copy techniques and principles appropriate to a variety of media
• Broad knowledge of Catholic education
• A sincere commitment to CSCOE’s mission and to working collaboratively with all constituent groups, including staff, board members, volunteers, donors, schools, and other supporters

DUTIES AND RESPONSIBILITIES
• Schedule in-person and phone interviews with designated interviewees
• Gather and verify factual information through in-person and phone interviews, observation, and research
- Write articles and copy for CSCOE’s print and electronic collateral including, but not limited to, magazines, newsletters, brochures, annual reports, e-newsletters, and the CSCOE website
- Write articles and copy for Catholic schools’ print and electronic collateral including, but not limited to, magazines, newsletters, brochures, annual reports, e-newsletters, and websites
- Revise all writing as requested to meet specifications required for publication

WORKING CONDITIONS AND TRAVEL REIMBURSEMENT POLICY
CSCOE exists to promote Catholic education within the Archdiocese of St. Paul and Minneapolis. Accordingly, Freelance Writers will be expected to work collaboratively with the individual schools that comprise this Catholic school system, and this may require a substantial amount of local travel. Freelance Writers are responsible for all travel costs incurred.

COMPENSATION
Freelance Writers will be compensated for their work on a per article basis. Compensation per article/assignment will vary, but writers can expect an estimated $200 for a longer assignment (~1000 words), $100 for a mid-length assignment (~400-500), and $25 for a short assignment (~100-200).

TO APPLY
Please forward a cover letter and resume to:

Catholic Schools Center of Excellence
Maureen Lodoen, Communications Manager
3033 Excelsior Boulevard
Suite 200
Minneapolis, MN 55416

Email: maureenlodoen@cscoe-mn.org