



Job Title	Writer/reporter
Reports to	Editor
Hourly Pay	\$20.00
Exempt/Non-Exempt	Full time, non-exempt
Department	Editorial
Summary	<p>This position will support The Coffee Shops’ editorial crew with content creation, conducting interviews, content management and other duties. As a writer/reporter you will produce a mix of technical and creative content for The Coffee Shops’ websites, including but not exclusive to, RoofersCoffeeShop, MetalCoffeeShop, CoatingsCoffeeShop, OutdoorCoffeeShop and AskARoofeer. Flexibility and adaptability are key, as additional responsibilities may be assigned as needed. This is a fully remote role that requires an individual who can work well with multiple deadlines and track different client needs.</p> <p>As part of the editorial crew, you will collaborate with other members of editorial, in addition to account managers, website support crew and multimedia to ensure all customers have content each month.</p>
RCS Core Values	<ul style="list-style-type: none"> • Community-forward - Coffee Shop crew members are dedicated to cultivating community. Crew members create community by engaging with and including all people within The Coffee Shops and the industries, creating space for those who need it and treating all with respect. • Empowered - Coffee Shop crew members are empowered to advocate for themselves, their colleagues and their clients. Our empowered crew strives for the betterment of ourselves, our families, our company and our industries. • On-it - "On-it!" crew members understand there is a sense of urgency with all tasks and are equally responsive to messages, problems and inquiries from both customers and coworkers. “On-it!” crew members are tenacious – determined to succeed, see tasks through to completion and solve problems big and small. • Changemaker - Coffee Shop crew members are changemakers. They are willing to try new or different ways of doing things within The Coffee Shops and in our industries. They bring creative solutions to the table as well as ideas for new initiatives. <p>All employees of RCS will have demonstrated a commitment to the above core values.</p>

Primary Responsibilities	<ul style="list-style-type: none"> • Content creation in the form of short- and/or long-form articles, eBooks, white papers, etc. • Writing articles, classified ads, podcast descriptions, other tasks as assigned • Interview sources • Adhere to AP, editorial and The Coffee Shops’ guidelines and house style • Conduct research on topics assigned • Create, edit and revise customer-facing materials • Find, create and edit images for website specifications • Attend meetings related to editorial and content • Assist with social media as needed – writing captions, video voiceover, etc. • Occasional trade show/event travel as needed • Additional responsibilities as assigned
Supervisory Responsibilities	<ul style="list-style-type: none"> • None
Education	<ul style="list-style-type: none"> • High school degree or GED
Knowledge, Skill and Experience Required	<ul style="list-style-type: none"> • Strong relationship-building skills and experience • Excellent organizational skills • Strong written and verbal communication skills • Proficient in Microsoft Office Suite i.e., Outlook, PowerPoint, Word, Excel
Knowledge, Skill and Experience Preferred but not required	<ul style="list-style-type: none"> • Related industry knowledge and relationships • Basecamp familiarity • Familiarity with AP style • Experience with social media creation and scheduling
Working Conditions and Physical Demands	<ul style="list-style-type: none"> • Work will be fully remote • Work will be conducted via computer or phone