

JOB OPENING: STAFF WRITER

We are seeking a skilled and highly motivated Staff Writer to write and edit copy for a variety of projects (including print, web, mobile, video, and social media), working closely with the marketing and development teams to brainstorm ideas, create concepts, and develop messaging. The ideal candidate will be a quick learner with a versatile writing style. The Staff Writer may work in our Barre, MA, offices or remotely.

Responsibilities

- Write clear, engaging copy that adheres to IMS's style guidelines and brand voice
- Collaborate with team members on large- and small-scale projects (e.g. marketing collateral, email campaigns, newsletters, web and social media posts)
- Conduct research and interviews
- Edit and proofread copy as needed
- Use SEO principles to maximize copy's reach
- Source images and other content
- Collaborate with team members to develop a variety of content marketing materials
- Simultaneously manage multiple projects with short deadlines
- Propose copy concepts and present underlying strategic thinking
- Thrive in a fast-paced, collaborative environment with a high-volume workload often requiring short turnaround times
- Support and protect silent retreat environment; uphold ethical principles

Qualifications/Experience

- Bachelor's degree in marketing, English, journalism or related field
- 4 years or more professional writing experience with proven experience in marketing or communications
- Knowledge of online content strategy and creation
- Experience in producing copy for digital, print and broadcast channels
- Solid understanding of SEO concepts preferred
- Social media or content marketing experience preferred
- Proficiency with Wordpress content management system or equivalent
- Demonstrated ability to think creatively, and work constructively with team members and colleagues
- A strong customer service background with a commitment to providing a high level of service
- Familiarity with or sincere interest in meditation or mindfulness preferred

Position Now Open

Qualified applicants: Please send Staff Application (click [here](#)) to IMSjobs@dharma.org.
Include a résumé and cover letter detailing your interest in the position.

A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment. This is a full-time, 40 hours/week position offering health and dental benefits, Flexible Spending Account, meal plan options, generous paid time off, and participation in the Staff Sangha Program.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the early Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.