



## Writer

**Reports to:** Director of Advancement  
**Contract Period:** July 1, 2023-June 30, 2024

**Status:** Independent Contractor  
**Work Location:** Remote and WC

Worthington Christian School seeks a proven writer to create engaging content for digital and print mediums. The ideal candidate can connect with the audience resulting in a unified voice that effectively and creatively communicates WC's mission, vision, and values.

### Professional Responsibilities

- Create written content including but not limited to:
  - Human Interest Features
  - Blog Articles on Relevant Topics
  - Annual Reports
  - Fundraising Appeals
  - Student Recruitment Materials
  - Testimonials
- Schedule and conduct interviews.
- Follow WC and AP style.
- Meet deadlines.
- Participant in occasional Advancement department or one-on-one meetings.

### Qualifications and Skills

- **Education:** English, creative writing, journalism, or similar degree preferred.
- **Experience:** Writing samples are required.
- **Skills:**
  - **Self-Starter:** Ability to take the initiative, work independently, and hold oneself accountable.
  - **Organized and Deadline-Oriented:** Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
  - **Problem-Solver:** Capable of finding solutions to challenges and obstacles.
  - **Flexible:** Willingness to adjust and prioritize as needed.
  - **Team Player:** Ability to work effectively with others.
  - **Coachable:** Willingness to take direction, receive suggestions, and be challenged.
  - **Trustworthy:** Commitment to abide by a strict code of confidentiality, refrain from gossip, be honest and loyal, and speak directly to individuals you disagree with.

### Confidentiality Agreement

All information (student, parent, staff, and donor) is confidential. I understand that any breach of these confidentiality requirements will immediately remove me from this position. Even when I no longer work with Worthington Christian School, I understand that any information I have learned must remain confidential.

## **Terms and Compensation**

This agreement commences on July 1, 2023, and ends on June 30, 2024, with an opportunity for renewal. Either party may terminate the contract at any time with a 30-day written notice. Compensation is \$25 per hour, including planning, interviewing, and writing. An itemized invoice shall be emailed monthly to the director of advancement

## **Policies**

The following policies must be reviewed, signed, and on file with the school before July 1, 2023. Lifestyle, Marriage, Child Protection, Sexual Harassment, Statement of Faith, Statement of Human Sexuality and Marriage, and Transgender.

A background check at the contractor's expense is required.

## **Acknowledgment**

I acknowledge that I have read the above policies, including the Child Protection Policy, and comply with its self-reporting requirements. I understand the contents and am willing to live in harmony with the principles and guidelines stated in the Child Protection Policy policies.

My signature below signifies that I have reviewed the contents of this contract position and am aware of the expectations and requirements.

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Print Name

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Date

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Signature