



JOB DESCRIPTION: Writer

Job Title: Writer
Department: Communications
Reports To: Communications Manager
Classification: Regular, Full Time, Nonexempt
Supervisory responsibility: No
Salary Range: \$58,000 - \$88,000 Depending on Experience

Position Summary:

Candidate will serve as writer for all Visit California industry communications including website and newsletter content, media relations materials, talking points and other communications. Writer also will handle drafting and editing various Visit California in-house communications including special projects, executive correspondence, scripts, mass email communications and ongoing publications.

Key Duties & Responsibilities:

<u>Estimated % of Time</u>	<u>Activity</u>
90%	Serve as writer for ongoing publications: Daily/Monthly: Visit California Community and Insights newsletters, media relations newsletter. Quarterly: Travel trade and research newsletters. Work closely with Visit California departments (staff) to obtain information, research appropriate content, draft newsletters in print and electronic format. Assist with other various written correspondence and materials on behalf of Visit California.
10%	Other duties as assigned by supervisor.

Essential Qualifications:

To perform this job successfully, an individual must be able to perform each key duty satisfactorily:

- Minimum four years of experience as a writer.
- Bachelor's degree in a writing discipline such as English, journalism, communications or related field, or equivalent combination of experience, education and training.



- Strong knowledge of AP style. Excellent proofreading, writing and editing skills.
- Proficiency with Microsoft Word.
- Ability to communicate and work well with others in a professional office environment.
- Ability to multi-task, prioritize and meet deadlines.
- Experience with writing copy for a variety of mediums: print and digital.

Compensation:

In addition to a competitive salary, Visit California offers an excellent health benefit package. We also offer a fantastic PTO and holiday leave package, 401(k) plan, parking and much more!

How to Apply:

Please send your cover letter, resume, salary requirements and three (3) writing samples via e-mail to Sacramento Staffing Agency:
help@sacramentostaffingagency.com.

Visit California has an organizational commitment to the principles of diversity and inclusion. In that spirit, we welcome all qualified individuals without regard to race, religion, color, sex, ancestry, gender, gender identity, sexual orientation, age, marital status, disability, national origin, medical condition, U.S. veteran/military status, pregnancy or reasonable accommodation.