

At Living Beyond Breast Cancer, we envision a world where no one impacted by breast cancer feels uninformed or alone. Our mission is to connect people with trusted breast cancer information and a community of support. By joining our team, you can make a difference in the lives of people in your community and across the country.

Living Beyond Breast Cancer is currently hiring a **Digital Content Producer**. While this position can work primarily from home, candidates must be located within a commutable distance from the office in Bala Cynwyd, PA.

POSITION OVERVIEW

The Digital Content Producer assists the Strategy and Mission team in creating on-demand content in support of Living Beyond Breast Cancer's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop content that educates, inspires, informs, and soothes across digital platforms to increase our audience base and deeply engage our existing community
- As the blog editor, implement a blog strategy that enhances our position as a psychosocial-strong organization that recognizes and amplifies the lived experiences of people with breast cancer
- Serve as primary writer and editor for e-mail communications to different segments of our audience
- Monitor site content on lbbc.org to ensure it is up to date; assign and project manage the development of new or updated content
- Write, copy edit, and proofread content for websites, blogs, videos, worksheets, brochures, and other resources, using guidance on best practices for search engine optimization
- Assist with a variety of projects that deliver on-demand content, such as videos, web content, downloadables, social content, and infographics
- Assist teams across the organization with content development support, including researching trusted third-party content to share with our community
- Develop and grow understanding of breast cancer to serve as a resource for LBBC staff and the community we serve

ORGANIZATION-WIDE EXPECTATIONS

- Embrace LBBC's mission by developing an understanding of breast cancer, the work of the organization, and the sector in which we operate.
- Act as an LBBC ambassador to increase general visibility and awareness of mission and services and to identify potential relationships that result in increased philanthropic support.
- Act as team player by providing support for special projects as needed.

KEY QUALIFICATIONS

Education/Experience: Bachelor's degree in relevant field or equivalent work experience. Journalism or communications background/degree preferred. Minimum of 3-5 years of experience in digital content production and management.

Key Qualifications:

- Excellent writing, copy editing, proofreading, and storytelling skills
- Experience writing content for a variety of digital channels and platforms, including but not limited to websites, blogs, videos, email, advertising campaigns, social media, infographics, and whitepapers

- Strong project management and organizational skills
- A high level of initiative, attention to detail, and ability to meet deadlines, prioritize, and handle multiple projects simultaneously in a fast-paced environment
- Working knowledge of graphic design, photography, and video (including video editing).
- Experience with content management systems (Drupal and Wordpress preferred), the Windows Office suite, video and audio editing tools, and project management tools (Basecamp preferred)
- Experience communicating with diverse audiences using plain language principles
- Ability to work occasional evening and weekend hours
- Interest in women's health and medicine
- Ability to travel within the USA

Proof of COVID-19 vaccination required. Individuals may claim exemption for medical or religious reasons.

Salary Range and Benefits: \$48,000 - \$52,000 per year

LBBC offers a comprehensive benefits package including health insurance, 401k, and paid time off

How to Apply

Send your cover letter and resume to: jobs@lbbc.org. Application deadline is 11/30/2021.

Living Beyond Breast Cancer is an Equal Opportunity Employer. We respect and seek individuals of a diverse background and do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.