



Title: Featured Grants Education Writer
Reports To: Program and Grants Manager
Department: Program and Grants
Status: Volunteer

Organization Overview

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

Position Summary

The Featured Grants Education Writer is responsible for creating learning materials that introduce our Featured Grantees and their projects to Together Women Rise members and communicating our impact on the issues relevant to empowering women. These materials play a key role in attracting, engaging, and educating our members. The Featured Grants Education Writer will report directly to the Program and Grants Manager but will also work with the Education Coordinator and Volunteer Manager.

Essential Responsibilities

Promote and communicate Together Women Rise's vision, mission, and culture by producing learning materials that will inform our members about the needs of women and girls served by our grantees and advance an understanding of their cultures and the challenges they face.

Volunteer Duties May Include:

- Researching the history, culture, and impact of our Featured Grantees and their home countries.
- Writing inclusive, compelling, and accurate learning materials about gender equality issues and solutions including fact sheets, PowerPoint presentations, talking points, and pop culture recommendations (like music and movies).
- Collaborating with other Education Writers and Together Women Rise staff to ensure consistent materials are available on our website and via blogs/newsletters.
- Developing new and creative ways to share information with Together Women Rise members and potential members.
- Accepting feedback and edits from staff and adhering to deadlines.
- Updating Together Women Rise learning resources and files, while maintaining confidentiality and security.
- Ensuring all materials created are free of copyright or other restrictions.
- Attending periodic meetings with staff and the Education Coordinator.
- Other duties as assigned relating to learning materials and initiatives.

Skills and Attributes:

- Excellent research and writing skills. Experience with blogging or online content creation a plus.
- Passion for global gender equality, and a commitment to equity, inclusion, diversity and accessibility.
- Creative and inquisitive with an understanding of different learning styles.
- Responsible and reliable, able to meet deadlines and edit material quickly.
- Open to feedback and evaluation with a strong interest in learning.
- Timely and responsive in correspondence via email and phone.

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