



**Title:** Transformation Partnerships 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 Transformation Partnerships (TP) Education Writer is responsible for creating learning materials in support of the goals of our TP Program and the organizations that have been awarded TP grants by Together Women Rise. These materials play a key role in attracting, engaging, and educating Together Women Rise members. The TP Education Writer will report directly to the Program and Grants Manager but will also work with the Volunteer Manager and the Communications and Membership Director.

### Essential Responsibilities

Promote and communicate Together Women Rise's vision, mission, and culture by producing learning materials that will inform our members about the need for systemic change and how our TPs will create this change in women's lives around the world.

### Volunteer Duties May Include:

- Researching the TP organizations and the systemic issues they address.
- Writing inclusive, engaging, and accurate learning materials about TP issues, the need for systemic change, and the approach being used by the awarded organization.
- Providing regular written updates during the course of the TP, and sharing the impact obtained by the grantee organization.
- 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.
- Accepting feedback and edits from staff and adhering to deadlines.
- Communicating with TP organizations to clarify information or support education materials.
- Updating Together Women Rise grantee reports and files, while maintaining confidentiality and security.
- Ensuring all materials created are free of copyright or other restrictions.
- Attending periodic meetings with staff and TP awardees.
- Possible opportunity to join the Transformation Partnership Committee.

### 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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