Part-time Writer Position
Office of Development and Alumni Relations
Newark, DE

The Communications and Marketing team in the Office of Development and Alumni Relations (DAR) is seeking a temporary, part-time writing professional to assist with producing communications for constituents including alumni, donors, parents and students.

This position is a temporary position requiring 20 hours per week for three months.

Responsibilities:

- Prepares and writes development and alumni relations communications including features about donors and alumni; invitations for development and alumni relations events; reports, newsletters, letters, proposals, presentations and other print and web-based materials.
- Works closely with communications team to draft and finalize copy about DAR priorities for digital channels including the DAR website, email blasts, social media and more.
- Prepares communications including talking points, volunteer materials, and University-wide alumni communications.
- Assists with various administrative tasks as needed, including creating presentations and slideshows, assisting with audio/video production, identifying relevant photos for DAR communications, and more.

Qualifications:

- Demonstrated excellent oral and written communication skills
- Demonstrated writing versatility, from human interest feature writing to short, catchy marketing copy
- Must demonstrate the highest level of attention to detail and the ability to handle multiple tasks simultaneously in order to complete rapid turn-around of communications pieces and successfully meet deadlines
- Requires creativity, strong interpersonal skills and the ability to effectively communicate with a wide range of individuals in a diverse community
- Proficiency with Microsoft Word, Microsoft Excel, Microsoft Outlook and Microsoft PowerPoint, as well as effective Internet research skills; knowledge of design concepts and/or design software (Adobe Photoshop, In-Design, Illustrator) is a plus.

To apply, please send your resume, references and a cover letter to Megan Maccherone at mmacch@udel.edu.

This is a part-time, contracted position with no University of Delaware benefits. Employment offers will be conditioned upon successful completion of a criminal background check.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html