



Editorial Intern, Fall 2023 - CentriLife

Position: Editorial Intern

Start Date: TBD, 2023 (flexible)

End Date: TBD, 2023 (flexible)

Compensation: \$18/hour, undergrad or equivalent

Hours Per Week: 10-15

Application: Submit a brief cover letter and resume to david.saunier@centri-tech.com

Deadline: TBD, 2023

Location: Fully Remote

Overview

CentriLife is a web-based platform that delivers life-enhancing resources and tools to residents of affordable housing communities to help them build wealth, improve health outcomes, and maximize career opportunities. As Editorial Intern, you will play a substantive role in curating, and maintaining high-quality content on the CentriLife platform, including writing and editing content that promotes life-enhancing activities, researching and vetting digital content (websites, mobile apps, videos, etc.) for inclusion on CentriLife, identifying potential content partnerships to enrich platform offerings, and helping to develop and execute on social media strategies that promote audience engagement.

Applicants with academic and practical backgrounds in one or more of the following areas are encouraged to apply: public policy, housing, community development, labor, economic mobility, social justice, philanthropy, front-end web development.

Successful candidates will demonstrate an orientation toward social impact and innovation, strong writing ability, strong research and analytical skills, ability to work in a fast-paced environment, a high degree of self-motivation, and ability to collaborate and work as part of a diverse, fully remote team. Centri Tech is a startup – an entrepreneurial enthusiasm and approach is a must-have.



Primary Responsibilities and Duties

- Research and create short posts that engage site users and promote tools and actions they can take on CentriLife.
- Help create and maintain an editorial calendar to correspond to important events, seasons, etc., such as tax season, Affordable Care Act sign-up windows, holidays, etc.
- Research other websites, mobile apps, and video-based content to include as recommendations to users of CentriLife, adhering to our standards for inclusion for existing or new sections of content.
- Research and identify potential partners (individuals or organizations) that possess expertise, credibility, and authenticity, such as writers, bloggers, video producers, and software/app developers, to enrich CentriLife's content offerings.
- Publish new content to CentriLife using the custom WordPress Content Management System.

Qualifications & Skills

- Demonstrated experience in web-based content writing and editing, acquired through formal education, training, and/or on-the-job experience.
- Strong research skills to ensure the quality and relevance of content.
- Knowledge of social media trends, tools, and strategies to enhance CentriLife's reach and engagement.
- Familiarity with Content Management Systems; working knowledge of WordPress a plus but not required.
- Compassion and desire to serve the greater good, aligning with CentriLife's mission.
- Must be based in the U.S.