



## WRITER/EDITOR

Job Title:	Sr. Writer/editor	Work Status:	Full Time
Company Name:	Masonic Grand Lodge of California	Payroll Type:	Exempt
Division:	Communications	Supervisory:	No
Reports To:	Director of Communications		
Location of Job:	San Francisco	Initiated:	01/2019

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Current Position Assigned To:	N/A	Actual Title:	Sr. Writer/Editor
Regular Hours:	40 hours per week		
Schedule:	Monday through Friday 8:30 a.m. to 5:30 p.m. Additional hours may be required as necessary		

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Looking for a quirky editorial and writing position with a wide variety of projects and challenges? Ready to make your mark on a 300-year-old organization?

As the Sr. Writer/Editor for the Masons of California and its entities, you will write and edit in a range of industries – from membership organizations (as Managing Editor of our award-winning *California Freemason* magazine: <http://www.freemason.org/newsEvents/index.htm> ), to live events (several a year), to wellness and healthcare (wellness resources and our vibrant retirement communities), and more. Plus, you'll learn a ton about the fascinating world of Freemasonry.

Your curiosity, creative flair and ability to write for a wide variety of mediums (long-form publications, digital formats, traditional marketing formats and more) and industries with a collaborative, creative team will make a lasting impact in California and beyond. Your work will inspire and motivate our members. You love a challenge, work well with a team, and strive for excellence.

You will work with long-time members and employees who are passionate and excited about leadership, making true friends, and impacting our society in positive ways. Join our team!

## JOB PURPOSE

To support the Masons of California Communications Department in giving voice to Masonry in California through relevant, vibrant, consistent and integrated messaging that supports the organization's communications goals. Scope of work includes copywriting for print and web materials, writing long-form articles and conducting interviews for California Freemason Magazine, and overseeing freelancers and other content producers. Excellent attention to detail, creativity and on-time delivery of projects is required.

## JOB RESPONSIBILITY

Manage editorial content of internal and external communication materials, vehicles, and media for all Masons of California entities. Scope of work includes developing, writing, and integrating content across all channels, including long-form articles for California Freemason magazine, collateral materials, ad copy, digital communications, video scripts, internal communications, press releases and other materials.

## **ESSENTIAL FUNCTIONS**

### **STRATEGIZE**

- Lead the communications team in content planning, article development and freelance assignments, edit, and proofread each issue of the bi-monthly California Freemason magazine
- Establish contacts and sources to use in future research
- Ensure a strong brand identity across communications channels

### **PRODUCE**

- Source, develop, and edit content for internal and external initiatives, marketing and fundraising campaigns, and programs for all communications channels
- Research and source members for magazine, newsletter and social media stories; conduct interviews, write short and long form stories
- Write, edit and/or proofread a wide variety of written material: email marketing, direct mail, powerpoint presentations, conference books, video scripts, etc.
- Ensure written content is excellent quality, relevant, strategic, accurate, consistent, on time, and within budget

### **MANAGE**

- Serves as Managing Editor of California Freemason magazine; manages editing and fact checking processes and interfaces with designers
- Manage and maintain relationships with freelance writers to ensure high-quality content that is delivered on time. Negotiate fees and manage the work of editorial services vendors
- Foster and maintain strategic and collaborative internal relationships with all internal entities (California Freemasonry, Masonic retirement communities, California Masonic Foundation, Masonic Center for Youth and Families)

### **COMPETENCIES AND EXPERIENCE**

- Excellent writing, editing and proofreading skills
- Excellent content planning and management skills
- Excellent organizational and project management skills; ability to manage workflow and delegate responsibilities to meet multiple demands and deadlines
- Strong management and customer service skills; ability to collaborate with executives, employees, volunteer leaders, and members
- Excellent verbal and interpersonal communication skills
- Excellent attention to detail and accuracy
- Proactive, curious, self-motivated team player; strong customer service focus; ability to work as part of a collaborative, entrepreneurial team of communications professionals

### **QUALIFICATIONS**

- 5+ years communications management and writing and editing experience in non-profit, member/association, corporate communications/marketing, or communications-focused agency

- Experience using Wordpress preferred
- BA/BS in Communications, Journalism, English, or related field

Applicants must provide a cover letter explaining your interest in the position, resume, portfolio of published work, which should include samples of a long-form article, marketing copy, and newsletter copy. Please apply by emailing [communications@freemason.org](mailto:communications@freemason.org), or on LinkedIn at <https://www.linkedin.com/jobs/view/1057088588/>

The Sr. Writer/Editor reports to the Vice President of Communications and works in close conjunction with the other creative professionals on the Communications team and with freelancers.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

Masons of California at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

## **ABOUT THE MASONS OF CALIFORNIA**

Masonry is the world's first and largest fraternal organization, and is based on the belief that each man has a responsibility to help make the world a better place. With more than 50,000 members, Masonry in our state represents the entire spectrum of diversity. About 2,000 men are initiated each year; their average age is 39. Through our culture of philanthropy, we make a profound difference for our brothers, our families, our communities, and our future.

The mission of the Masons of California, to foster personal growth and improve the lives of others, is carried out through Masonic principles and tradition.

Our mission is guided by the enduring and relevant principles of our fraternity:

- *Brotherly love.* We value respect, freedom, kindness, tolerance, and our differences - religious, ethnic, cultural, social, generational, and educational - and strive for harmony in our individual lives, in our lodges, and in the global community.
- *Relief.* We take responsibility for the well-being of our brothers, our families, and the community as a whole. We provide relief through philanthropy, community involvement, and delivery of excellent care.
- *Truth.* We stay true to our personal code of conduct and ethics - honor, integrity, personal responsibility, and the continuous pursuit of knowledge.

Through the California Masonic Foundation, we champion California public schools in early literacy, middle school math, and scholarships for deserving -- but often overlooked -- high school seniors who might not otherwise have the ability to obtain a higher education. Excellent care and critical services are provided for Masons and their wives and widows at our Masonic Homes of California and Acacia Creek, senior residential communities and through our statewide outreach programs for members and their families. The Masonic Center for Youth and Families, operated through the Masonic Homes of California, addresses the need for integrated help for youth who struggle with behavioral or mental health issues. The Center is an expansion of the fraternity's commitment to serve youth and families.