



**The National Kitten Coalition**  
<https://kittencoalition.org>

**Job Title: Content Writer**

**Duties & Responsibilities:**

- Carry out research on topics assigned to them
- Fact-check any data collected during the research process
- Create content in form of articles, blogs or papers based on the data collected from their research
- Develop well-researched pitches and submit to an Editor for review
- Read style guides or project briefs and use them to develop content for assignments
- Convert the information they've acquired into readable, easy-to-understand content tailored to their specific audience
- Revise their work based on editorial feedback
- Bring your unique perspective/voice to telling the National Kitten Coalition's story

**Time Requirement:**

5–10 hours per month for at least 6 months

**Work Environment:**

We are 100% remote and work within the 4 time zones of the continental United States.

**Skills & Qualifications:**

- Excellent command of the English language, especially the rules of syntax, punctuation and grammar
- Excellent research and analytical skills
- Ability to break down and explain complex concepts
- Excellent time management and the ability to stick to deadlines
- Good observation skills and a keen attention to detail
- Excellent creativity skills
- Proficiency in the use of word-processing software, including content management systems
- Knowledge of style guides
- Knowledge of cats and kittens is essential
- Veterinary medical knowledge is preferred, but not required

**Additional Tasks & Training:**

- Will be required to submit 3 writing samples for review by the Senior Writer
- Will be provided examples of articles already located on the website
- Will receive support/coaching to foster professional development and creativity

**Supervision & Support:**

This position is supported by The National Kitten Coalition Senior Writer within the Content Creation department

[Increasing kitten survival rates and transforming their lives through the power of education](#)

[www.kittencoalition.org](http://www.kittencoalition.org)