

Staff Writer

Organizational Overview

NPQ is the leading media platform for the nonprofit sector in the US. It recently transitioned from its founding president and editor in chief to its second editorial leader. During this transition, *NPQ* has more deeply grounded itself in its original mission to advance civil society, looking beyond the nonprofit sector. In a time of social movement, this means rethinking what constitutes knowledge in the field and taking a firm stand for justice—and our content reflects this.

NPQ produces across a wide range of media channels. In addition to a quarterly magazine, we produce multiple weekly newsletters, webinars, podcasts, videos, and online convenings to promote critical conversations in racial, economic, climate, and health justice, as well as leadership.

NPQ currently has a staff of 15, and is in a significant growth phase. We are headquartered in Boston, with remote staff across the country.

Job Overview

NPQ currently has five key topic areas: racial justice, economic justice, climate justice, health justice, and leadership. Each area has at least one dedicated editor at the desk with expertise in the field.

A staff writer provides standard content such as field reports, reviews, and features. They must be able to collaborate and brainstorm ideas with other staff members in the production process. They must also attend conferences, events, or seminars to meet other people in the sector. Staff writers stay up to date with current events and writing regular articles.

We are looking for a creative and motivated staff writer to create engaging content for our publication. The staff writer's responsibilities include researching topics, interviewing relevant individuals, creating content, and editing your own or other writers' work. A successful staff writer is able to meet strict deadlines and work well under pressure. A great staff writer is able to perform accurate research and write compelling copy.

Key Responsibilities

1. Conduct research on assigned topics
2. Interview individuals relevant to articles
3. Evaluate and interpret data findings
4. Write 2-4 articles a week keeping readers' needs in mind
5. Contribute to content idea generation for publication
6. Edit your own and/or others' writing
7. Keep abreast of the field and relevant events
8. Build contacts and sources to use in future research

Preferred Qualifications

1. 3+ years of writing experience writing for a print or online publication
2. A portfolio of articles written
3. Excellent written communication skills
4. Advanced editing skills
5. The ability to make corrections based on notes from coworkers

Compensation

The starting salary for this position is between \$65,000 and \$85,000, depending on skills and experience. NPQ also provides an attractive benefits package that includes health insurance, a 403(b) retirement plan with contribution of 5 percent, 15 days paid vacation, sick leave, and standard holidays. If you live in the Boston area, pre-tax dollars can pay for a monthly transit pass.

How to Apply

To apply, please email a cover letter, resume, and brief writing sample (less than 5 pages) regarding justice issue to hr@npqmag.org.

NPQ encourages applications from people of color and members of other marginalized groups. NPQ is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status.