



<b>Job Title</b>	Writer/reporter
<b>Reports to</b>	Editor
<b>Hourly Pay</b>	\$18.00 – 22.00
<b>Exempt/Non-Exempt</b>	Non-exempt
<b>Department</b>	Editorial
<b>Summary</b>	<p>This position will support the RCS editorial crew with content creation, conducting interviews, content management and other duties. As a writer/reporter you will produce a mix of technical and creative content for the Coffee Shop websites – RoofersCoffeeShop, MetalCoffeeShop, CoatingsCoffeShop and AskARoofer.</p> <p>As part of the editorial crew, you will collaborate with other members of editorial, in addition to account managers, website support crew and multimedia to ensure all customers have content each month.</p>
<b>RCS Core Values</b>	<ul style="list-style-type: none"> <li>• <b>RCS Crew</b> - Being part of the RCS Crew is to work in an environment that constantly uplifts, challenges and listens. No one person is more important than another with every crew member accountable to the overall crew success. Crewmates are humble working through teachable moments for themselves and others in a drama-free workplace. By embracing an unpretentious and respectful attitude, the inner strength of every RCS Crew member is reflected in the crew as a whole.</li> <li>• <b>RCS Power</b> - An RCS Crewmate is an adaptable partner always striving for balance and mutual trust. The power of RCS comes from investing in our crew as they evolve in their career and by providing opportunities to learn and grow. The Power of an RCS Crew member is their ability to adapt to a new situation, working as a part of a crew to accomplish what needs to be done while never losing sight of their true priority - taking care of themselves and loved ones.</li> <li>• <b>The RCS Experience</b> - Crew members, partners, contractors and everyone who interacts with RCS will feel respected, welcomed, wanted and valued. They will be inspired by the crew’s passion for their success and carry that through to their own lives and businesses. A true partnership, the RCS experience is built around honest, authentic conversations with full transparency into goal achievement.</li> <li>• <b>On-it!</b> - RCS Crew mates who are “On-it!” understand there is a sense of urgency with all tasks and are equally responsive to messages, problems and</li> </ul>

	<p>inquiries from both customers and coworkers. “On-it!” crew members are tenacious – determined to succeed, see tasks through to completion and solve problems big and small. They are communicative about their time, questions, capacity and concerns.</p> <p>All employees of RCS will have demonstrated a commitment to the above core values.</p>
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>• Content creation in the form of short- and/or long-form articles, eBooks, white papers, etc.</li> <li>• Writing</li> <li>• Interview sources</li> <li>• Adhering to editorial guidelines</li> <li>• Conduct research on topics assigned</li> <li>• Create, edit and revise customer-facing materials</li> <li>• Find, create, and edit images for website specifications</li> <li>• Attend meetings related to editorial and content</li> </ul>
<b>Supervisory Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• High school degree or GED</li> </ul>
<b>Knowledge, Skill and Experience Required</b>	<ul style="list-style-type: none"> <li>• Strong relationship-building skills and experience</li> <li>• Excellent organizational skills</li> <li>• Strong written and verbal communication skills</li> <li>• Proficient in Microsoft Office Suite i.e., Outlook, PowerPoint, Word, Excel</li> </ul>
<b>Knowledge, Skill and Experience Preferred but not required</b>	<ul style="list-style-type: none"> <li>• Roofing industry knowledge and relationships</li> <li>• Basecamp familiarity</li> <li>• Familiarity with AP style</li> </ul>
<b>Working Conditions and Physical Demands</b>	<ul style="list-style-type: none"> <li>• Work will be remote</li> <li>• Applicants must use their own computer and cell phone</li> <li>• Full or part time</li> </ul>