



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

Writer/Editor

DEPARTMENT: Marketing and Communications

REPORTS TO: VP of Marketing, Communications and Content Distribution

LOCATION: Program & Training Center, St. Louis Park, MN

STATUS: Full-time or Part-time (open to negotiation)

CLASSIFICATION: Non-Exempt

WORK HOURS: Monday – Friday; typical business hours (8:30 a.m. – 5 p.m.) with flexibility for events/activities. Flexible work schedule.

BENEFITS: Competitive benefit package and professional development

Hourly Rate: \$25 to \$32 per hour based on experience

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to diversity, equity and inclusion (DEI), and staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment). Both determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization, currently serving more than 3,000 teens annually across more than 50 sites in 10 states.

TreeHouse values diversity in the workplace, we take pride in hiring a variety of candidates.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture, and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The writer/editor broadens awareness of the TreeHouse mission by creating and editing high-quality written content for a variety of TreeHouse audiences. Identifying storytelling opportunities and fact-checking existing information for multi-purpose use while adhering to brand and campaign style

guidelines is a core responsibility of this role. They work with the director of marketing and communications, graphic designer and others to strategize, plan, create and edit the written elements of TreeHouse's MarCom and organizational strategies as well as support large fundraising events.

ESSENTIAL JOB FUNCTIONS

- Write and edit a wide variety of internal and external TreeHouse messaging used in emails, website(s), social media platforms, digital ads, donor correspondence, presentations, displays, print materials (handouts, development correspondence), grant proposals, and more.
- In partnership with the director, identify and execute multiple avenues of content distribution utilizing a strong commitment to integrated MarCom principles.
- Collaborate in updating and maintaining an organizational content calendar.
- Assist in managing social media and website calendar and some posting responsibilities (cross-trained with other MarCom staff).
- Analyze, report, and recommend changes for optimal audience engagement via various communication platforms.
- Maintain an up-to-date archive of master messaging/language for digital and print collateral produced for advancement of the TreeHouse mission.
- Create avenues for staff, volunteers and partners to contribute ideas for content.
- Craft and/or edit messaging that supports TreeHouse events and management-driven culture-building activities.
- Interface with contractors and consultants as needed.
- Provide MarCom support to TreeHouse events such as fundraising events, training events and community events including attending, helping with set-up/tear-down and presentation support.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Bachelor's degree or higher in communications, journalism, English or a related field
- Minimum three years of relevant writing experience
- Experience in business and creative writing as demonstrated in a professional portfolio
 - Portfolio will be requested if candidate is invited to interview.
- Creative ability to develop fresh content while incorporating existing brand directives into new modes of communication
- Knowledge of and/or experience with digital platforms for customer relationship management (CRM), email delivery, website updates/maintenance, and social media posting.
- Experience with Google Workspace and Microsoft Office/365
- Highly developed organizational skills, contributing to a highly collaborative and interdependent environment
- Strong interpersonal skills (emotional intelligence) and the ability to be highly adaptable, forging positive working relationships with a wide variety of people in a non-profit environment
- Ability to manage multiple projects and changing priorities with a positive, collaborative attitude
- Self-motivated with ability to meet deadlines independently and as part of a team
- Excellent written and verbal communication skills
- Sound judgement and understanding of confidentiality

PREFERRED

- Experience with Associated Press (AP) style
- Experience with TreeHouse's preferred systems/platforms including Salesforce, Constant Contact, WordPress, Webflow, Loomly, and GiveSmart

COMPENSATION

- This full or part time, hourly position pays between \$25 to \$32 per hour depending on experience and qualifications. TreeHouse's comprehensive benefits package for full-time employees includes; medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and employee assistance program.

If you are interested in applying for this position, please visit; www.TreeHouseHope.org/careers
Position is open until filled.