



Junior Content Writer

Zakat Foundation of America (ZFA) is an international charity organization that helps generous and caring people reach out to those in need. Our goal is to address immediate needs and ensure the self-reliance of the poorest people around the world with Zakat and Sadaqah dollars of privileged Muslims and the support of other generous donors.

As a Junior Content Writer at ZFA, you will be an integral part of our Marketing and Communications team. Under the guidance of the Senior Content Manager, you will contribute to various content creation initiatives aimed at raising awareness, engaging donors, and promoting the mission and values of the organization.

Location: Remote, Full-time

Duties and Responsibilities:

- Assist in the creation of compelling written content for multiple platforms, including website, social media, email campaigns, and print materials.
- Collaborate with team members to develop content strategies that align with organizational goals and priorities.
- Conduct research on relevant topics to ensure accuracy and credibility of content.
- Edit and proofread content to maintain consistency in style, tone, and messaging.
- Stay updated on industry trends and best practices to continuously improve content quality and effectiveness.
- Support in the development and execution of content calendars and editorial schedules.

Required Skills/Experience:

1. Bachelor's Degree with a Communications, marketing, English, or other relevant focus from an accredited college or university.
2. Excellent writing, editing, and proofreading skills with a keen attention to detail.
3. Strong research abilities to gather information from various sources and synthesize it into compelling narratives.
4. Proficiency in Microsoft Office suite and familiarity with content management systems (CMS).
5. Ability to work independently as well as collaboratively in a remote team environment.
6. Passion for humanitarian work and commitment to the mission of ZFA.
7. All applicants must be U.S. Citizen, U.S. permanent resident or otherwise legally authorized to work in the U.S. No visa sponsorships.



Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. Equal opportunity employer.

To Apply

To apply for the Junior Content Writer position, please submit your resume, cover letter, and writing samples showcasing your skills and experience in content creation. We look forward to reviewing your application and considering you for this exciting opportunity to make a difference through impactful storytelling.

1. Interested candidates with a combination of significant, relevant on-the-job experience and education meeting the minimum requirements may apply.
3. **Email applications to jobs@zakat.org with JUNIOR CONTENT WRITER -YOUR- LAST-NAME in the subject line. NO PHONE CALLS** will be accepted regarding this position.



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat