Experienced Editor/Writer for Humanitarian and Development Projects

Are you a writer and editor familiar with international humanitarian and development language? Do you go that extra mile to make sure that you are using the right style and language for each client? Are you a proactive communicator, saving your clients time by keeping them informed? Are you an editor who gains your clients' trust through your work and professionalism? If this is you, and you are familiar with the USAID Style Guide and formatting, please read on.

Seitz Communications creates striking, targeted communications materials for advocates the world over. We edit, write, design, translate, illustrate, and prepare grant proposals—streamlining the messaging process for our busy clients. We specialize in gender equality, child rights, refugees and displacement, and conflict situations. Our clients include major U.S. and European humanitarian and development agencies and various UN agencies.

A successful candidate will be an experienced freelance editor/writer looking for additional work. You will be familiar with using different style guides, especially USAID's Style Guide. You will understand our clients' needs and deliver on time. Your ability to proactively communicate with us ensures our success. You are exacting of yourself and have impeccable attention to detail, but are willing to ask questions. You know how to earn, build, and keep a client's trust.

Work will include, but is not limited to:

- **Editing of specific projects or documents as per clients' specifications**
- **Writing of concept notes and/or proposals or contributing to their development**
- **Other specialized writing projects upon discussion**

Diversity is valued in our office. Many of our clients come from diverse cultural and racial backgrounds and speak a number of languages.

If you feel like I just described you and have at least 15 hours a month to bring on a new client, we would like to hear from you. Monthly hours are not guaranteed.

To be considered please send an email of interest including your CV to getmessaging@seitzcommunications.com and be sure to complete this Application Form. Don't forget to list the opportunity, **"Experienced Editor/Writer"** in the subject line.