



Writer
Vital Strategies
New York

Terms of Reference

Title:	Writer
Contract Type:	Consultancy
Contract Duration:	Six months
Start Date:	ASAP
Application Deadline:	March 29, 2024

Vital Strategies is a global health organization that believes every person should be protected by equitable and effective public health systems. We partner with governments, communities and organizations to reimagine public health, and the result is millions of people living longer, healthier lives. Our goal is to build a future where better health is supported across all facets of our lives, in our families, communities and environment.

Vital Strategies' programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in more than 80 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives: noncommunicable disease prevention; tobacco control; road safety; food policy; overdose prevention; environmental, climate and urban health; civil registration and vital statistics; cancer surveillance; and data impact. Our programs are primarily concentrated in low- and middle-income countries in Africa, Latin America, Asia and the Pacific; the Overdose Prevention Program works in seven U.S. states. Please visit www.vitalstrategies.org or Twitter/X [@VitalStrat](https://twitter.com/VitalStrat) to learn more.

The Consultancy

The writer will support the overall writing portfolio for the Policy Advocacy and Communication division at Vital Strategies. Working together with content strategists across the editorial, public relations, program and design teams, the writer will bring stellar and thoughtful writing, messaging, strategy and editing to a variety of internal and external communication as well as program-related materials from across the organization. Writing may include corporate, executive and media communication.

Deliverables

- First drafts of white papers, emails, newsletters, press releases, marketing materials, website copy and other documents as needed.
- Final drafts of aforementioned documents following multiple rounds of revisions to incorporate feedback and comments received by additional authors and reviewers.

Core Responsibilities

- With a focus on storytelling, research and write clear, compelling content about program activities and other topics, for opinion pieces and features, annual and other reports, as well as newsletters, websites and the Vital Stories blog.
- Work with content originators to conceptualize, revise and edit materials in English including program reports, white papers, emails, newsletters, press releases, marketing materials, websites and other copy as needed.
- Ensure adherence to AP style and in-house style guide, with close attention to detail and consistency.
- Bring thoughtful, strategic thinking to how content may be repurposed into several areas of communication and tailored toward different audiences, including public health officials, partners, donors and a general audience.
- Manage multiple projects across different teams while consistently meeting deadlines and ensuring quality output.

Consultant background must include:

Education and degree

- Bachelor's degree in English, journalism, social sciences or a related discipline

Skills and abilities

- Exceptional writing and editing skills; experience in technical/scientific writing a plus
- Meticulous attention to detail
- Strong interpersonal skills and ability to communicate effectively with people from other countries, cultures and disciplines.
- Great organizational skills, with the ability to self-manage and deliver high-quality work on time
- Fluency in written and spoken English; fluency in another language a plus

Required experience

- Three to five years of professional experience in writing and copy editing

Preferred experience

- Public health, public policy or social science knowledge and experience is a plus

How to Apply

To apply, please send a CV and cover letter to editorial@vitalstrategies.org with the subject line "Vital Strategies Writer." Shortlisted candidates will be asked to complete a writing assignment.

Closing Date for Applications: March 29, 2024. Only shortlisted candidates will be contacted.