**Content Writer/Editor**

INSOLAR seeks a talented, meticulous writer, editor, and researcher to join our office. An integral member of the team, the Writer/Editor will create content that advances the company’s story across multiple platforms. The Writer/Editor will research, produce, proofread, and copy-edit a variety of digital and print materials.

Responsibilities

* Research and write a range of content, including publicity items about solar industry, solar facts, industry news; press, marketing, and development materials; web content; social media posts; Q&As; e-newsletters, and more
* Serve as the in-house proofreader, fact checker, and copy editor
* Report on and write articles about company events
* Participate in editorial planning meetings, generate story ideas, and keep track of upcoming solar industry events and news that might make for good editorial and news content.
* Assist with special projects and other assignments as needed.

Qualifications:

* Excellent written, verbal, and interpersonal communication skills
* Demonstrated ability to write for a range of audiences and content types, including marketing, news, social media, etc.
* Top-notch copy-editing and proofreading skills
* Educational background in business or journalism preferred.