



VECRA is seeking a Full-Time

Writer/Editor

VECRA, Inc. seeks a Writer/Editor to support the Publications and Editing Team for the Child Welfare Information Gateway (CWIG). CWIG is a service of the Children's Bureau (CB), Administration for Children and Families (ACF), and the US Department of Health and Human Services (DHHS) that centralizes resources for the nation's child welfare, adoption, and foster care professionals and the public.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

Vigilant * Efficient * Collaborative * Responsive * Accurate

Job Description

The Editor/Writer provides editorial and writing expertise for the development of a wide range of materials, including publications on child welfare and related issues, content for the Information Gateway and Children's Bureau websites, the Children's Bureau Express news digest, materials requested by the client, the annual report, social media and other outreach content, and other materials, as assigned. Information Gateway has a focus on promoting diversity, equity, and inclusion and strives for a project team that has diverse backgrounds, perspectives, and experiences

ROLES and RESPONSIBILITIES

- Research and write publications, web content, social media and other outreach content, and other materials, as needed



- Edit written content, including for publications; websites; client requests; internal papers and reports, including the annual report; news digest articles; social media and other outreach content; and other materials, as assigned
 - Assist with establishing and maintaining editorial standards and the project style guide
 - Provide coaching in editing and writing to other staff, as needed.
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- Challenges include managing competing deadlines, dealing with an extensive review process, learning about child welfare content and the client, and applying a project style guide that is primarily based on the U.S. Government Printing Office (GPO) style guide.
 - Contribute editorial expertise to developing corporate initiatives, proposals, and other documents, as needed.
 - Supervised by the Manager of Publications and Editing for the Information Gateway project.

QUALIFICATIONS and REQUIRED SKILLS:

- 4+ years of editing and writing experience in a professional environment
- Social science or research background (preferred)
- Journalism background (preferred)
- Knowledge of grammar and style guidelines, especially GPO
- Expertise in MS Office Suite
- Experience with Drupal or other content management systems
- Excellent organizational skills
- Detail-oriented as well as able to see the big picture
- Ability to work on many projects at once
- Ability to work without extensive supervision
- Skilled at researching
- Ability to use plain language to transform complex content into clear messages and be comfortable working as part of a team



- Passion for improving the systems that serve children, youth, and families; elevating the voices of those with lived experience; and promoting an inclusive and equitable society and workplace.

EDUCATION

- Bachelor's degree (master's degree preferred) in writing, English, journalism, or related field

OTHER

- **Work Hours:** 9:00am to 5:30pm
- **Req Type:** Nationwide
- **Salary:** Determined based on experience and education
- **Location:** Remote
- **Travel:** No

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to HumanResources@vecrainc.com with **Subject Line:** Editor/Writer

