Position Description

# Writer

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| COMPANY/ORGANISATION DETAILS: |
| Samahan comes from the Filipino word “samahan” meaning to accompany or be with someone. The spirit of community is a central component of Filipino culture. Although we may be scattered across the world, we are still a part of the same community with a shared culture and a shared history. Samahan is a multimedia platform created to unite Filipinos across the globe. It has cross-platform projects and subsidiaries including Subtle Filipino Traits and Subtle Filipino Dating. |

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| ROLE OUTLINE |
| Samahan is currently recruiting for volunteer writers. The selected writers will assist in curating, collaborating together and creating written content for our website. The selected candidates will have a serious interest in Filipino culture and will be genuinely happy in dedicating some of their time to help our online community grow.  They will need to be a great communicator, story-teller, and writer.  The main goal of our writers is to provide written content for our website in order to share our culture with the world. |

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| DUTIES AND RESPONSIBILITIES: |
| * Generating, researching, and pitching ideas for posts. * Writing, publishing, and promoting content. * Promoting new posts using advertisements, emails, social media, and other methods to alert and attract new readers. * Advocating and educating others about Samahan’s interests and advocacies, and Filipino culture and history. * Maximizing site traffic by utilizing Search Engine Optimization keywords. * Inviting other creatives, experts, or other notable guests to contribute content to our website. * Monitoring responses to posts via the website, social media, or other platforms to better understand the audience. * Staying current on industry trends for possible opportunities to attract new readers or create stronger, more engaging content. |

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| REQUIREMENTS |
| The successful candidates will have:   * Some writing experience * Creativity and innovation * Strong communication, writing, and researching skills * Ability to understand the needs of our audience * Willingness to meet some deadlines * Creativity, resourcefulness, flexibility and motivation * Proficiency with computers including: social media, and Microsoft office.   Desirable, but not essential:   * A large online presence or following * Proficiency with SEOs |

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| CONTACT DETAILS |
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