

## Expectations for Writers and Editors

### ***Background***

I own and operate an organization that helps people cope and deal with serious psychiatric illnesses like bipolar disorder, borderline personality disorder, and schizophrenia. The vast majority of people I interact with are caregivers or supporters of people with mental illnesses. I provide them and their loved ones with reading materials on how to successfully cope with mental illnesses.

The good news is that my organization has grown *a lot*. The bad news is that I am in need of more writers and editors to help research and prepare these informational documents. To help handle this workload, I am looking to hire more writers and/or editors to help in preparing and editing these materials.

### ***Type of Work***

My vision is for the individuals who work as writers and/or editors for me to be highly qualified individuals with excellent communication skills and track records. These individuals would work on a “project to project” basis.

In other words, this is not a 9 to 5 job. Writers and/or editors would be given an assignment and then expected to prioritize and balance their workload accordingly in order to meet the given deadline.

Ultimately, I would like to identify a handful of writers and/or editors whom I can go to regularly to prepare written materials for me on an ongoing basis in the future.

### ***Are you right for this job?***

Finding the right person for this job is **very** important to me. I am not taking this application/interview process lightly, so I ask that you don't either. For your own sake and for mine, if you are missing any of the traits outlined in this document or in the job description, please do not apply.

I'm looking for a person who demonstrates the following:

- Strong written communication skills
- Sound attention to detail
- Easily accessible via email or phone most days of the week (while this is not a 9 to 5 job, I *do* need to be able to get in touch with you to communicate project details, etc.)
- Strong follow-up and follow-through proficiencies
- Ability to handle multiple projects simultaneously
- Superb organizational skills
- Ability to write a variety of materials, from professional business letters and internal administrative documents to ebooks, newsletters, and web copy
- Desire to achieve, excel, and continuously improve
- Self-confidence, high energy, self-motivation, and quick thinking
- Ability to take ownership of issues and “do what it takes” to complete projects on time

- Experience with relevant systems (Microsoft Outlook, Excel, Word; Internet Explorer and Firefox browsers)
- Quick learning capabilities
- Speedy response time to inquiries

**Again, because we are very selective, if you are missing these traits, do not apply!**

***Expectations***

Above all else, we **expect** professionalism, accessibility, and follow-through.

As stated earlier, we need a person who is easily accessible (via email or phone). This is a work-from-home opportunity where you can set your own hours for the most part, but we still need to be able to communicate with you on a somewhat regular basis. We understand there will be times when you can't be reached right away, but we expect you to respond as quickly as possible after you receive a call or email from us. If you will not be accessible for long periods of time, we expect that you let us know that as soon as possible so that we can plan accordingly and assign the writing/editing assignments to others.

We expect a person who is willing to grow with us. Our company has already experienced significant growth, and that growth could continue. Your job responsibilities could expand overtime, and we want someone who understands this point and is ready and eager for the challenge.

Please indicate, by signing below, that you have read and understand the expectations for this position.

I \_\_\_\_\_, on \_\_\_\_\_ certify that I have  
(name) (date)  
read and understand these expectations.