

# Job Description

## Work Experience - Content Writer

Details	
Position ID	1001
Department	Marketing
Start Date	Monday 7 <sup>th</sup> Dec 2020
Contract Type	Work experience (2 weeks)
Reporting to	Marketing Manager

### Company Description:

Approach Services vision is to shape the way we lead change around the world.

Our mission is to help organisations build leadership that recovers fast from challenges and thrives through change by providing consulting, training and toolkits.

We are a small Perth-based company with a diverse team. Our culture is supportive, flexible with a high level of accountability. We value growth and development. Encourage everybody to contribute and communicate openly. We care about our employees, clients and community.

For more information, please visit our website: <https://www.approach-services.com/>.

### Work experience program

Approach Services is seeking a keen and motivated Communications, Professional Writing and Digital Media student to support a range of creative writing projects in our marketing team.

As part of our approachable team you will be able to work with us remotely or at our office in the Perth CBD. Working in a virtual team will require you to organise and manage your work experience activities autonomously whilst communicating effectively and regularly with your team. You will be able to learn contemporary ways of collaborating.

Cultural fit is of utmost importance for us. Approach Services prides itself in delivering evidence-based and practical advice, growing and developing our staff and caring deeply for our team and work-life balance. You will be able to learn professional skills including time management and prioritisation.

Our work experience program takes place over a designated period of two weeks in December. Work experience normally takes place between 10 AM and 3 PM and can only be conducted on Mondays to Thursdays. Students are required to be fully engaged in the work experience activities during those times and days.

Participation is free of charge to all students and there will be no payment made to students for their participation.

### Key Responsibilities

- ▲ Creating 2 SEO-rich articles for our digital and social media marketing focussing on organisational change management and digital transformation

### Requirements:

- ▲ Ideally a wordsmith! Strong writing, editing and proofing skills
- ▲ Passion for writing! Someone who loves writing, reading and content
- ▲ Knowledge of SEO writing
- ▲ Ability to research topics and rewrite content for websites
- ▲ Experience in writing blog articles

### What You Will Gain:

- ▲ Exposure to a fast-growing small business
- ▲ Virtual working and collaboration skills
- ▲ Flexible work arrangements
- ▲ Experience in writing and publishing external digital communications
- ▲ Students may receive a reference letter following successful completion of the work experience
- ▲ Students can list their work experience on their CV

### How to Apply:

- ▲ Please apply directly on career hub. Please attach examples of your writing or a portfolio.
- ▲ Application closes on **30th November 2020**
- ▲ We will notify the shortlisted candidates via email/phone call.
- ▲ Work experience duration: 2 weeks, 7<sup>th</sup> – 18<sup>th</sup> Dec 2020
- ▲ Expected Start Date: **7/12/2020**
- ▲ Job Type: Work experience

We are looking forward to receiving your application!