

Freelance Writer



WriterGirl is expanding our pool of freelance associates. Please apply if you're looking for rewarding work (from home) that includes flexibility and fun. You can bring — and enrich — your expertise by working with some of the most respected health systems and academic medical centers. Writing associates produce a variety of writing assignments and projects, including web content and print collateral. This virtual position requires demonstrated healthcare writing experience, responsive communication skills, strong self-editing skills and attention to detail.

About Us:

WriterGirl is a woman-owned, 100% remote company fully dedicated to healthcare content since 2000. We create clear, actionable content for healthcare systems and academic medical centers across the country — and other businesses that serve and support healthcare. We build relationships one word at a time, and help our clients do the same. If you're looking for a culture that values being empowered, kind, curious and fun, come see what it's like to thrive at WriterGirl.

Responsibilities:

- Create content for WriterGirl clients, which may include web content, print content and other writing assignments.
- Work to tight deadlines, both internally for WriterGirl and externally for clients.
- Research, write and edit a variety of assignments.
- Conduct interviews with people either face to face, over the telephone or by email.
- Exercise self-discipline and time management to organize writing in conjunction with other work assignments.
- Act upon constructive feedback in an appropriate manner.
- Be prepared to rewrite and revise work (often several times) following feedback.
- Produce content per WriterGirl's Content Quality Standards:
 - Meets the client's project objectives as outlined in the client-approved scope and estimate, the WG work order and as communicated by the project manager.
 - Is logical and flows in an organized manner and is divided into appropriate paragraphs, headers and subheads. Content is broken into readable chunks, using bulleted lists where appropriate for scanability.
 - Is fully developed and well written using appropriate source material and credible resources. For Web content, writing includes appropriate meta tag information, linking information and other directions to client programmers (webification).
 - Is appropriate for the target audience.
 - Reflects the appropriate style per the client's direction.
 - Appropriately uses the client-supplied style guide or Associated Press Stylebook (If no style guide is recommended, writer uses the WG Style Guide).
 - Uses the appropriate point of view per the client's direction.
 - Includes all client-specific direction and follows client-formatting guidelines and CMS guidelines as indicated by client.
 - Reflects the appropriate voice and tone per the client's direction.



- Includes appropriate vocabulary and variations in the type and structure of sentences.
- Avoids use of active voice whenever possible.
- Self-edits and checked against the client's style guide or AP Stylebook so edit's error-free
- Uses appropriate grammar, spelling, paragraphing, punctuation, active voice, sentence length/structure, and parallel construction
- Reflects the readability level that the client has requested

Qualifications:

- Meets deadlines on time, every time.
- Experience and discipline to work in a virtual environment.
- Must have initiative to work independently, but willing to collaborate with a team.
- Healthcare experience preferred but not required.
- Based in the United States.

WriterGirl is an equal opportunity employer committed to an inclusive, harassment-free workplace. We look for people who meet the requirements of available positions regardless of race, color, religion, creed, national origin, citizenship status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information, or any other factors that are protected by federal, state or local law.