

Boyne Citizen

Community-supported nonprofit news for the Boyne area

Freelance Writer Responsibilities

Responsibilities:

- ◆ Write clear, engaging, and accurate articles based on assignments provided.
- ◆ Conduct research and interviews, as needed, to ensure accuracy and depth of articles.
- ◆ Submit completed articles as Word documents by assigned deadlines.
- ◆ Revise and edit work based on editor feedback.
- ◆ Communicate promptly and professionally with the editor regarding assignments, progress, and clarifications.

Requirements:

- ◆ Proven writing skills.
- ◆ Ability to meet deadlines.
- ◆ Access to personal computer and Microsoft Word or compatible software for document creation.
- ◆ Ability to take photographs, as needed to supplement a story.
- ◆ A pleasant and friendly personality.
- ◆ Ability to work independently while maintaining regular communication with the editor.
- ◆ Understanding of AP style and journalistic best practices.

Notes:

- ◆ Freelancers will be compensated as independent contractors (1099 issued at year-end).
- ◆ Ideal candidates are self-motivated, detail-oriented, and reliable.
- ◆ Work is remote and requires flexibility.