

Purpose of Job:

To support the publication of International Doula, eBlasts, the DONA International website, the blog and DONA International social media platforms with content on pregnancy, birth and postpartum topics from around the world.

Duties/Major Areas of Responsibility:

Writers will work with DONA's Communications Director, the International Doula Magazine Editor, and others in leadership to do the following:

- Originate ideas for topics for DONA's blog, website, social media platforms, and quarterly International Doula magazine, and other platforms
- Write original content on a range of topics for DONA's blog, website, social media platforms, and quarterly International Doula magazine, and other platforms
- Ensure accuracy, appropriateness, and grammatical correctness of all content submitted for publication
- Offer input on artwork and layout/design of all content submitted for publication
- Participate in all guild-related meetings, virtual or in-person
- Complete writing assignments within a stipulated timeframe, determined in advance and in collaboration with the Communications Director
- Suggest ideas for topics, story lines, feature articles, etc.
- Communicate regularly with the Communications Director regarding all aspects of the writer's guild duties.

Qualifications:

- Passion for writing
- Subject matter expertise in pregnancy, birth, and postpartum (not necessary, but highly encouraged)
- Awareness of current events and social media trends
- Adherence to analytical and evidence-based writing, with appropriate references and citations, not opinion (unless specifically asked to do so)
- Understanding and accurate use of grammar and spelling
- Proficiency with Microsoft Excel, Microsoft Word, and Adobe PDF

Additional Qualifications:

- Availability to write with a planned time line and on short notice
- Attentiveness to predetermined deadlines
- Openness and a collaborative approach to the editing process; willingness to make edits as requested
- Experience living (and, if possible, working on perinatal issues) in different cultural contexts and communities

- Commitment to content and collaboration that is inclusive, respectful of diversity, culturally sensitive, and free of bias and personal opinion
- Adherence to DONA's mission, vision, inclusion policy, and the organization's position on the doula's scope of work and standard of care.

Copyright and Permissions:

DONA reserves the right to make final decisions on content that will be published. DONA will own copyright for all published content.

- Re-use or reprint of any published content by its writer, or another entity, will require prior written permission from DONA.
- DONA International reserves the right to grant or withhold permission to re-use or reprint any published content by its writer, or another entity.
- Writers will receive a stipend for all published content.
- DONA International reserves the right to remove writers in the guild at any time.

Responsible to:

Communications Director
Board of Directors

Duration of Term:

One (1) one (1) year term (renewable)

Time Needed (Per Week):

Variable according to position: 5 +/- hours, dependent upon the cycle of activities

Application Procedure:

1. A resume' or curriculum vitae
2. A one (1) page letter of intent, which covers the applicant's goals for the position, demonstrates a working knowledge of the time commitment and responsibilities of the position; expresses a desire to serve DONA International and explains why the applicant is the right person for the position
3. Three (3) writing samples
4. Reference phone and email contact information for two (2) people who can attest to the applicant's qualifications
5. Disclosure of any potential conflicts of interest should be made with application
6. Signed Confidentiality/Non-Disclosure Agreement

Email Completed Application Packet to:

applyforleadership@DONA.org
DONA@DONA.org