

Packet Digital designs, develops, and markets advanced electronic solutions for portable electronic devices, embedded systems, agricultural products, and unmanned aircraft.

Content Writer

Reports To:

CEO

JOB PURPOSE:

A part time position to assist the CEO with presentations, reports, email, and social media writing. This position requires the ability to communicate Packet Digital's technology and product positioning to both business and technical users.

Description of Duties & Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Draft emails
- Create presentation materials
- Create press releases for product announcements
- Social media updates
- Assist with report and proposal writing
- Produce website content
- Assist with content for brochures and other print media
- Write scripts for product videos and demonstrations

Knowledge & Skills

Must possess required knowledge and skill set to be able to explain and demonstrate with or without reasonable accommodations, that the essential functions of the job can be performed.

- Bachelor's degree in marketing communications or similar preferred
- Excellent oral and written communication skills
- Establish productive working relationships across the organization
- Exceptional team player
- Manage multiple tasks, setting priorities, and meeting deadlines
- Maintain confidentiality of work related information and materials

Contact & Deadline

Individuals interested in position should apply online at packetdigital.com/careers

Packet Digital assures equal treatment in the administration of all personnel matters including recruitment, selection, hiring, advancement, training and transfers, without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, sexual orientation, age, special disabled veterans, veterans of the Vietnam era, and other eligible veterans or any other protected class. Packet Digital also makes reasonable accommodations for disabled employees where appropriate and/or as required by law.