



Part-Time Writer and Blogger

Synergy Management seeks a talented writer who can create content and copy for:

- Synergy's Blog Site with a focus on career coaching and development as well as business best practices
- Create and design newsletters with content and input from the owner to be sent out via Constant Contact on a weekly basis to 5 different target audiences that are both career related and also small business related.
- Ability to post news items or points of interest onto Synergy's Facebook site on a weekly basis.
- Create and write assorted blog posts on various topics for a wide range of clients mostly focused in the luxury business.

Please send your resume, cover letter and salary requirements to Dawn for consideration at dawn@synergymanagementassociates.com

We are passionate about only bringing the brightest contractors to join our team. This is a part-time position consisting of 10 hours of work per week at an hourly contracted rate of \$22/hour.

- A high degree of self-motivation, and well developed planning, organization and time management skills
- Proven ability to write clearly and compellingly to gain a loyal following and create interest in the services offered by Synergy and their clients.
- Working knowledge of Facebook, Facebook advertising and Facebook business applications.
- A passion for developing relationships both in written content and occasionally on the phone with clients.
- The ability to work well remotely and to meet all established deadlines.