

Before applying for any job, protect yourself from Job Posting Scams by reviewing the information provided at the link [HERE](#).

The University of British Columbia posts job listings for the convenience of students/alumni. The university does not endorse or recommend employers, and a posting does not constitute an endorsement or recommendation. The university explicitly makes no representations or guarantees about job listings or the accuracy of the information provided by the employer.

It is the responsibility of students/alumni to perform due diligence in researching employers when applying for or accepting employment and to thoroughly research the facts and reputation of each organization to which they are applying. Students/alumni should be prudent and use common sense and caution when applying for or accepting any position, and they should review the cautionary information we have included [HERE](#) to be better informed of potential fraudulent or improper practices in order to protect themselves from harm.

If you have any concerns about a job posting please immediately email recruit.talent@ubc.ca with details about the concern, including the Job Title, Company, and Job ID number.



Content Writer

Pavestep [+ Follow](#)

Paid (Part-time) (29 hrs/wk or less)



Apply

Job Type

Paid (Part-time) (29 hrs/wk or less)

Desired Skills

Market Research

SEO copywriting

Copywriting

SEO

Content Marketing

Content Development

Job Description

Pavestep simplifies employee performance management. We help develop and motivate your people with continuous feedback, goal management, and flexible reviews.

Responsibilities:

- Research industry-related topics.
- Develop content for blogs, articles, product descriptions, guidebooks, social media, ad campaigns, and the company website.
- Manage the company's podcast - Working with People.
- Proofread content for errors and inconsistencies.
- Edit existing content to improve readability and ensure all-around consistency (style, fonts, images, and tone).
- Conduct keyword research and use SEO best practices to increase web presence.
- Promote content on social media.
- Identify clients' needs and recommend new content to address gaps in the company's content strategy.

Logistics:

- Start date: As soon as possible.
- Employment type: Part-time (20-30 hours per week) to start with opportunity to turn full-time
- Location: Remote (our marketing team is mainly located in BC, Canada)

Qualifications

Requirements:

- Bachelor's or Associate degree in communications, marketing, English, journalism, human resources or related field (can currently be a student but have to be graduating in 2022).
- Proven content writing or copywriting experience (portfolio of published articles an asset).
- Clear communication skills and logic.
- Excellent writing and editing skills In English
- The ability to work in a fast-paced environment
- The ability to handle multiple projects concurrently
- The ability to take ownership of their role, and drive it to completion with minimal supervision

Hours Per Week

29

Job Location

Nationwide Canada

Job Nature

Virtual (Online), Independent Contractor Position

Website

<http://www.pavestep.com>

Additional Documents (preferred)

Writing Sample

Experience Level

Current Students in an Undergraduate Program, Graduated with an Undergraduate Degree, Graduated with a Graduate Degree (Masters or Phd)

ID

895125

Salary Type

Hourly

Is this position paid or unpaid?

Paid

Organization Type

For-Profit or Private

Important Dates

Posted On:

Nov 23, 2021

Application Deadline:

Dec 13, 2021

Applying for jobs: Make sure you follow the application instructions closely. To upload your resume and any other requested documents click on "Documents" and "add new". You can upload multiple resumes targeting specific jobs.