



**MOMENTOUS
INSTITUTE**

Content Writer

Reports to: Director of Content Development

Job Status: Full-Time, Non-Exempt

Momentous Institute has been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports more than 5,000 individuals through innovative mental health services, our nationally recognized Momentous School, and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Momentous Institute's Content Development & Product Strategy and Sales teams are committed to the professional development of those who work with or impact children and families. We accomplish this by providing mental health and social-emotional learning training, content, products, and other supportive services that strengthen the well-being of professionals to help create systemic changes where they provide services. Content Development & Product Strategy and Sales also provide basic mental health education for anyone who desires to live an emotionally thriving life.

Job Overview: We are seeking a creative and highly collaborative Content Writer with strong writing skills to develop engaging, informative, and impactful mental health content for both adults and children. The ideal candidate is passionate about mental health and education and can adapt their writing style to different audiences. The Content Writer helps develop content to establish Momentous Institute as a national center of excellence in mental health.

Key Responsibilities:

- Write and develop blog posts, articles, lesson plans, and creative activities focused on mental health and social emotional health.
- Tailor content for different audiences, including general adult mental health, educators, workplace wellness, and children's mental health.
- Research and incorporate the latest insights and research in mental health, psychology, and education.
- Collaborate with educators, mental health professionals, and other content creators to ensure accuracy and relevance.
- Maintain a warm, engaging, and educational tone while simplifying complex mental health concepts.
- Adapt content for various platforms, including websites, newsletters, and social media.
- Edit and revise content based on feedback from the team.

Qualifications:

- Minimum of two years' experience in content writing, preferably in mental health, education, or a related field.
- Exceptional writing, editing, and storytelling skills with a strong grasp of grammar and style.
- Ability to adapt writing for different formats (educational resources, blog articles, creative activities).
- Strong research skills and the ability to translate complex mental health concepts into accessible content.
- Highly collaborative with experience working in a team environment.
- Creativity in developing engaging and interactive mental health materials.

- Ability to think conceptually, meet deadlines, and manage multiple projects and tasks simultaneously in a highly professional manner.
- Excellent interpersonal skills, including the ability to earn the confidence of a wide variety of professionals.
- Graphic design experience and familiarity with Adobe Creative Suite is a plus.
- Minimum: Bachelor's degree in related field.

Desired personal qualities:

Integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Physical Requirements:

- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles

The ideal candidate will exhibit Momentous Institute's core values:

Commitment, Respectfulness, Humility, Innovation, and Stewardship

Interested:

Applications are currently being accepted, and the position will remain open until filled. Please send letter of interest and resume to:

Maureen Fernandez

Director of Content Development

mfernandez@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.