



Blogger—Marketing Writer

JOB DESCRIPTION

Job ID#: 2020-015 (A, B, & C)
Regular/Temp: Temp., Temp to Perm.
Full-Time/Part-Time: Part Time (Internship)
Submit Resume to: CMEHR@custom-mfg-eng.com

1st Step of candidacy requires completion of two-part online assessment: <https://assess.predictiveindex.com/wxnmd>

Job Summary: CME has an exciting opportunity for a Blogger—Marketing Writer in Sunny Florida. We're looking for a data-drive Blogger—Marketing Writing to join CME's marketing team. You won't just be writing awesome content, you will be responsible for solving problems, listening to the market, and building relationships with customers and potential customers. Additionally you will be dreaming up awesome content and telling compelling data-drive stories through all social media channels, blogs, and third party outlets. We expect you to collaborate across marketing, product, and sales to optimize every aspect of your content.

An award winning Tampa Bay small business for two decades, CME delivers custom engineered products and technical services to Government, Industry, and Education markets. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions!"

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

DUTIES AND RESPONSIBILITIES

- Using your analytical skills and working with company personnel you will gain an understanding of customers and potential customers and cater content to such; this will require you to **analyze and interpret raw data to reader demographics, visitors, click rates, and amount of time each visitor spends browsing**
- **Pitch & Develop Ideas for content**
- Utilization of communications skills to collaborate with multiple different parties (peers, management, and audience)
- **Adaptability of writing and editing style and tone to ensure consistent and uniform approach to various blogs, avoid misspellings, grammatically correct content, etc.**
- **Exceptional organization skills** to keep editorial calendar up to date as well as juggle competing due dates concurrently.
- Produce high-quality blogs and documentation that meets applicable document and style guide standards and is appropriate for its intended audience. Develop/implement additional Style Sheets as required
- **Promote Blog/Materials**

- Coordinate with other staff to adequately illustrate materials
- **Implement SEO**
- Discuss with management their specific information needs for further information needed for successful completion of the documentation
- **Engage with audience**
- Responsible for observing all laws, regulations and other applicable obligations wherever and whenever business is conducted on behalf of the Company. Expected to work in a safe manner in accordance with established operating procedures and practices
- Other duties as assigned or required.

Job Qualifications:

- With resume, provide at least two writing samples illustrating technical writing aptitude
- Typically requires enrollment as an undergraduate or graduate student at a recognized college or university working towards degree in English, Journalism, Industrial Engineering, Mathematics, Physics, or equivalent engineering degree. A GPA of 3.0 or higher is desired
- Minimum completion of one year of coursework in a technical/scientific communication degree program. Prior work experience or internship work is highly desired
- Quick learner, ability to understand complex technical concepts, but with a talent for simplifying these concepts for a non-technical audience
- Strong communication and collaboration skills while working with all levels of management and staff in obtaining consensus on project requirements and deliverables
- Excellent written skills in English, and conformance to appropriate Style Guides, Style Sheets. Familiarity with style guides desired (e.g., Microsoft Manual of Style, Chicago Manual of Style, APA Style Guide, Modern Language Association (MLA), U.S. Government Printing Office (GPO) Style Manual, etc.)
- Mastery of Microsoft Office applications and Adobe Acrobat publishing
- Attention to detail, high degree of creativity and problem-solving ability; ability to plan and execute document authoring and production task requirements
- Demonstrated ability to react and respond positively to changing requirements based on user feedback, usability tests and executive review
- Experience as a college student mentor for Science, Technology, Engineering and Mathematics (STEM) program is highly desired.

MINIMUM REQUIREMENTS NEEDED:

- 0-2 years of experience
- Work schedule projected to be 20 to 30 hours per week and flexible to class scheduling
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

Travel Percentage Required: None expected. 0% - 5%

An award winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa. For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.

Removal Date: 31-March 2020