

## Volunteer Writer

Virtual, part-time position

### Overview:

[Mediators Beyond Borders International](#) (MBBI) is a nonprofit, international organization that builds local skills for peace and promotes mediation worldwide. It brings together experienced volunteer mediators to improve conflict resolution capacity and support alternative approaches to expressing, negotiating and resolving interpersonal, political, economic, social, ethnic, and religious differences. MBBI is seeking a volunteer to assist with writing its [news articles](#), monthly updates, and special writing projects. This opportunity allows you to hone your interview skills, network with MBBI members around the world, and learn best practices from fellow peacebuilders.

### Duties and Responsibilities:

- Contribute to MBBI's Member and Project Spotlight Series
  - Contact and set up interviews with members and partners and write corresponding articles
- Prepare blog posts related to MBBI Projects and current events
- Collaborate with other writers on MBBI's special writing projects
- Aid with the drafting of monthly updates and reports

### Qualifications:

- Experience with writing articles and blogs
- Excellent verbal and oral communication skills
- Proficiency in Microsoft Suite especially MS Word
- Familiarity with Gdrive, Zoom, WordPress, and Neon CRM preferred
- Background in graphic design preferred
- Ability to work independently and collaboratively
- Proactive communicator and is able to prioritize and meet deadlines
- Organized, detail-oriented, and highly motivated

### To Apply:

Please submit a cover letter and resume to [info@mediatorsbeyondborders.org](mailto:info@mediatorsbeyondborders.org), with "ATTN: Volunteer Writer" as the subject line. Candidates who can volunteer 15 hours per month for a minimum of six-months commitment are preferred. Only applicants invited for an interview will be contacted.