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# Example of Copy Job Description

Our innovative and growing company is looking for a copy. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for copy

* Lead CDM group and creative team initiatives as appropriate
* Supports maintenance and upkeep of the corporate style guide and enforces its adherence among internal staff, partners and vendors
* Write banner ad copy, headlines, feature articles, web coy, event invitations, profiles (alumni, faculty, student), news stories and more
* Collaborate with marketers, designers and others on the Marketing and Advancement team, with colleagues throughout the college and university, to develop and executive data-informed communications strategies
* Adopt a stance of continuous learning about how information technology can inform communications strategy
* Meet with clients to discuss themes and objectives for an assignment, target audience and desired outcomes
* Edit or rewrite existing copy as necessary, and submit subsequent drafts for approval
* Review copy submitted by authors, staff, or faculty members and edit material accuracy, style and readability, recommending changes where necessary
* Copyedit and proofread other content as needed, including video copy and social posts (Facebook, Twitter, Instagram, Snapchat )
* Create/edit language with respect to the intended audience, including surgeon, patient, scrub tech, nurse, hospital, investor, sales rep

## Qualifications for copy

* Candidate must have 5 years experience writing and/or producing in a medium to large market
* Degree in journalism, English, communication studies or related field
* Comfort communicating via live chat (Slack, Google Hangout), Gmail and occasional conference calls or meetings
* Must have a proven track record for strong written and oral communications
* 2+ years experience working in a fast-paced, deadline-driven, retail e-commerce environment
* Fundamental understanding of best user experience and marketing practices