



**Last  
Updated:  
May 2012**

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**Capture the Dream, Inc. Position:** Staff Writer

### **Who We Are**

Established in July 2006, Capture the Dream, Inc. is a registered, 501(c)(3) non-profit organization, dedicated to helping underserved and at-risk individuals succeed in school and find fulfilling, sustaining careers. We foster hope, love, and support to youth at critical time periods to empower them to overcome adversity and achieve their dreams. No dream is too small and no dream is too large.

Our organization offers several ongoing programs such as our *Capture a Dream* program that offers gift grants to low-income children throughout the Bay Area. Each gift grant embraces the value of education, arts, sports, and culture to encourage and motivate children in a time of need. In addition, our *Interpret a Dream* program pairs up career-minded individuals with mentors in a career field of interest. Our scholarship fund provides \$1,000 scholarships to students in need. Along with these programs, we also donate school supplies through our annual DreamPack campaign and distribute Christmas gifts through our *Adopt a Family* program.

This past year, we were able to fulfill the dreams of over 2,000 Bay Area youth and distribute over \$250,000 in goods and services to those in need. In addition, Capture the Dream, Inc. has been recognized in the Oakland Tribune, UC Davis Magazine, a local New York Television Show, People Magazine, AsianWeek, World Journal, AT&T Community Spotlight Hero Award, 2007 Maybelline Empowerment through Education Award, Oakland Mayoral Proclamation, San Francisco Mayoral Proclamation, San Francisco Board of Supervisors Certificate of Honor, California State Senate Certificate of Honor, Appreciation Award from the Taiwanese Consulate, PG&E Community Service Award, and Pinnacle Award.

### **Summary**

Capture the Dream, Inc. is looking for a Staff Writer to author writing pieces from the Marketing Manager or CEO to promote marketing of programs, events, and services for the organization. The ideal candidate should have a real passion for writing and/or non-profit social work.

Previous experience working with a non-profit organization is helpful but not necessary

### **Duties and Responsibilities**

- Writing new material for marketing collateral, articles, blogs, biographies, and/or media kits
- Creating written content for the website and updating content as needed



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- Maintain the highest level of copy quality and consistency, exercising a meticulous level of attention to detail
  - Assist in or write recaps on special events as needed
  - Serving as an active participant of the marketing team and of the organization
  - Work with internal staff to help define areas of need that would be suitable for publications, articles, contests, etc.
  - Other duties as assigned

#### **Qualifications**

- 1-2 years writing or editorial experience
- Excellent organizational and prioritization skills
- Strong writing and editing skills with the ability to convey ideas in a concise, clear, and persuasive manner
- Ability to work with teams and key stakeholders
- Proficient written communication skills
- Ability to meet deadlines and work in a timely fashion

#### **Compensation**

This is a volunteer position. There will be no financial compensation. Volunteer will receive experience within this career field and an exceptional letter of recommendation. We reward our volunteers with special promotional items, events, tickets, and other opportunities.

To apply, please send cover letter and resume to: [kasim@capturethedream.org](mailto:kasim@capturethedream.org)

For more information, please visit us at: <http://www.capturethedream.org>

Capture the Dream, Inc.

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