



# Writer and Researcher Volunteer

Organization: Cornerstone Craftsman  
Job Title: Writer Researcher  
Reports To: Derry Deringer  
Location: Remote  
Est. Commitment: 10 – 20 Hours per month

## Overview:

Cornerstone Craftsman is an Alexandria City-based organization providing at-risk youth (aged 12-17) with skilled trades and mentoring training. Our unique pre-apprenticeship program allows young men and women to build viable careers, earn a livable wage, and pursue economic self-sufficiency. By offering vocational career pathways, we are opening doors to alternative education routes with the skills and resources needed for success. Cornerstone Craftsman was formed in August 2023 and has applied for IRS 501(c)(3) status.

We seek a Writer and Researcher to serve as an important communications and fundraising team member. You will work closely with volunteer Derry Deringer, who will provide onboarding and fundraising instruction, and best practices based on performing the position's responsibilities and personal interests.

## Responsibilities:

- Write and prepare materials for grant proposals, applications, and Letters of Inquiry.
- Write content for the website, appeal letters, newsletter, internal/external materials, and other communications.
- Research prospective grant funders and other fundraising-related research.
- Carry out other writing, editing, and research projects as needed.

## Qualifications

- Experience in writing for an organization.
- Strong oral and written communication skills.
- Experience in data collection and analysis is preferred.
- Demonstrates abilities in taking initiative, reliability, and working independently.
- Ability to keep confidential information secure.
- Strong attention to detail, time management, and consistent follow-through skills.



- Proficient in managing projects, scheduling, and data entry with high accuracy.
- Ability to multitask and prioritize tasks effectively.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Use of a personal mobile phone and laptop for data entry and tracking.

#### Benefits (20+ hours)

- Personal recognition on the Cornerstone Craftsman website, Instagram, and Facebook Group.
- Represent Cornerstone Craftsman at community events, meetings, and networking activities.
- Invitation to Cornerstone Craftsman social gatherings and outings.
- Cornerstone Craftsman apparel.

#### How to Apply

- Email your resume, the position of interest, two professional or volunteer references, and a few sentences about why you are interested in this volunteer position.
- Someone will contact you for a screening interview if there is a potential fit.
- Cornerstone Craftsman conducts background checks on all incoming volunteers and staff.
- Contact: [info@cornerstonecraftsman.org](mailto:info@cornerstonecraftsman.org).

