



Position Name:
Copy Editor Consultant

Who we are:

MSA is a socially driven global consulting firm. We provide innovative solutions for the private sector, government, and civil society to improve, measure, and communicate the economic and social impacts of their investments. We believe market dynamics have a strong impact on how people live their lives. Our vision is to improve economic systems in order to reduce poverty. We recognize complexity and as such, use a systems approach to design solutions that work within dynamic environments. We work collaboratively with our clients, serving as brokers of creativity to help catalyze systemic change.

We take a bespoke approach to every engagement, developing tailored services for clients around action research, monitoring, strategic advisory, evaluation and thought leadership across five topic areas: market systems development, jobs and trade, economic empowerment, financial inclusion, and impact investing.

Since 2009 we have worked with a wide variety of clients and partners in dozens of countries across six continents.

Our work:

At MSA, our staff build results measurement systems for development programs, social enterprises, and impact investors; research power dynamics and their influence on market behaviors; train client staff to think more systemically about the problems they seek to address; pitch MSA's services to new potential clients; write thought pieces; and brainstorm new approaches to old problems. Regardless of task, our focus on disrupting the status quo demands critical engagement.

MSA 's VALUES

EXCELLENCE

We believe in what we do – it's why we're here. Our work reflects our passion.

DISRUPTION

We're here to do development differently – more empowering, more systemic, with more proof.

HUMILITY

We see self-awareness as a prerequisite to learning.

HUSTLE

Good things don't come to those who wait. We drive networking and new business the same way we drive innovation – restlessly.

COLLABORATION

We're better together, drawing on each other's viewpoints and experiences to deliver for clients. Working in teams is core to our identity.

CELEBRATION

We work hard and life gets hectic – we take time to celebrate and enjoy it. Otherwise, what's the point?

Who we want:

MSA seeks a highly skilled professional who specializes in copyediting reports and other communications materials to join the team in the position of Copy Editor Consultant, in Denver, Colorado, or remote location for the right person. MSA is growing – this opportunity offers significant potential for the successful candidate to grow with us, assuming progressively greater responsibility with MSA.

The nature of the consultancy:

This is a consultant position that will require 15-30 hours per month and will report to the Chief Growth Officer. We hope to find someone who wants to learn quickly and grow with our firm.

Key Areas of Responsibility:

- Project/Activity Communications**
 - Copyedit reports and other communications materials to reflect “one voice” in line with MSA’s style guide, technical lexicon, and signature approaches.
 - Collaborate with communications and project team to ensure final edits align with team and client feedback.
- General Copyedit Support**
 - Support ad-hoc copyediting for digital and traditional communications such as organizational year-in-review, proposals, and website content.

Requirements:

- Excellent written and verbal communication skills; ability to communicate complex information for wider audiences in accessible and compelling ways
- Strong proficiency in Microsoft Office
- Forward thinking, proactive and resourceful
- Ability to flex and adapt to changing business priorities
- Strong interpersonal skills, including the ability to work and build relationships with team members and clients from diverse backgrounds
- Ability to prioritize, implement, and deliver high-quality work within tight timelines and with minimal supervision

Other desired characteristics:

- Experience supporting communications efforts for international development or humanitarian organizations (funders, non-governmental organizations, consulting firms, research institutes/think tanks, etc.)
- Ability to copyedit in line with specific style-guides and branding (i.e., USAID)
- Interest in international development, communication research and partnerships that help to facilitate better access to economic opportunities

Other information:

The ideal location for this candidate is Denver, Colorado.

Application Details:

Deadline to apply is **November 6, 2023**. Applications will be considered on a rolling basis. To apply, please click on the job link – <https://marketshareassociates.bamboohr.com/careers/31> If you have not heard back within 2 weeks after the application deadline, please send a follow up email to recruitment@marketshareassociates.com. We want to make sure no emails get lost in cyberspace!

Please include a cover letter (maximum one page) explaining your interest in this role. In addition, kindly send two of your work samples, two references and declare your consultant rate.