



RENEWABLES FIRST

Associate – Editor & Writer

Location: G-8 Markaz, Islamabad

Department: Communications

Type: Full time

Contract: 1 year

About Renewables First

Renewables First (RF) is a think and do tank for energy and the environment. RF's work addresses critical energy and natural resource issues with the aim of making energy and climate transitions fair and inclusive through impactful research, advocacy, and strategic partnerships.

Job Description

Renewables First is seeking a skilled Editor & Writer to strengthen the quality, clarity, and consistency of its written communications and publications. The position requires someone with a strong editorial eye who can work across different formats and audiences while maintaining accuracy, context, and RF's voice. The ideal candidate will be comfortable editing content produced by multiple contributors, identifying gaps or inconsistencies, strengthening narrative flow, and ensuring that content is ready for publication.

This position is ideal for someone who enjoys working at the intersection of research, writing, editing, and communications, and who can bring structure and clarity to complex ideas without losing their substance.

Key Responsibilities:

1. Editorial Development and Content Editing

- Edit, rewrite, and refine content across RF's publications, reports, research outputs, briefs, articles, web content, and other external communications.
- Strengthen structure, narrative flow, readability, and clarity while preserving the accuracy and intent of the original content.
- Translate complex analyses into clear and accessible language for different audiences.
- Review content developed by researchers, program teams, and provide constructive editorial guidance.
- Identify gaps, repetition, inconsistencies, and areas requiring further clarification or development.

2. Writing and Storytelling

- Develop original written content for RF's publications, websites, campaigns, newsletters, social media, and other communication channels.
- Shape research and technical findings into compelling narratives and stories that connect with wider audiences.
- Develop concise and engaging messaging around RF's research, programs, initiatives, and organizational priorities.
- Adapt writing style, tone, length, and complexity for different audiences and platforms.
- Support the development of thought leadership content, opinion pieces, explainers, case studies, profiles, and other editorial formats.



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3. Editorial Standards and Quality Control

- Develop and maintain editorial policy, style references, and quality-control processes.
- Maintain consistency in RF's editorial style, tone of voice, terminology, and messaging across all written outputs.
- Proofread and fact-check content for grammar, spelling, language, consistency, and accuracy before publication.
- Ensure publications and external content meet RF's editorial policy standards.
- Develop and maintain editorial guidelines, style references, and quality-control processes where required.
- Review content at different stages of development and ensure it is publication-ready.
- Support colleagues in improving their writing and developing stronger approaches to communicating complex ideas.

Qualifications and Experience

- Bachelor's or Master's degree in English, Journalism, Communications, Media Studies, Environmental Studies, or a related discipline.
- Minimum 3–5 years of professional experience in writing, editing, journalism, communications, publishing, or a related field.
- Strong understanding of editorial processes, including structural editing, copy editing, proofreading, and quality control.
- Excellent writing and editing skills, with a strong command of written English.
- Proven ability to translate complex technical or research-based information into clear, concise, and engaging content.
- Strong storytelling and narrative development skills.
- Ability to adapt writing style and tone for different audiences, formats, and platforms.
- Strong attention to detail and commitment to accuracy and editorial quality.
- Experience working with research, policy, energy, climate, development, or other public-interest content will be an advantage.
- Ability to manage multiple assignments, work independently, and meet tight deadlines.
- Strong collaboration and communication skills, with the ability to work effectively with multidisciplinary teams.

We Offer

- Competitive salary
- Health insurance
- Professional development opportunities
- Support in building professional capacity through multiple trainings
- Friendly work environment
- Flexible working hours
- Working with diverse teams

Application

If you would like to become part of our dynamic team, apply at your earliest. Applications will be processed on a rolling basis.



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Please email a letter of motivation, along with your CV in one PDF document and use the following format for the file name, "First Name_Last Name_Job Title", to hr@renewablesfirst.org. Please include Editor & Writer in the email subject line.

Female candidates are strongly encouraged to apply.