



Job Profile

Excellence in writing is necessary in every format of communication. Concise, clear, attractive and engaging writing is how this person will communicate inside and outside of our FaithFamily. The Copywriter will help craft messages on the web, print media, advertising, social media and on video. It's not only what we say that matters, but how we say it. This person will focus on viewing our messages from an 'outsiders' perspective to help us eliminate vague or unclear language across all methods of communication. This part time (20 hours per week) position reports to the Communications Director.

Job Responsibilities

Essential duties:

In our multi-media world, good writing is still important. Writers can spell, use proper grammar and punctuation, and tell stories that people want to read.

Copywriting for communications pieces as assigned. Includes print collateral and digital and social media.

Implements copywriting project plans by setting, communicating and meeting milestones

Tracks projects using the project management software, Basecamp

Supports Social Media Coordinator and Website Developer in scheduling and executing copy for posts

Researches, drafts, and drops press releases; maintains press list

Other duties:

Works with vendors and printers as needed

Proofreads print and electronic content

Contributes a high level of creativity to brainstorm ideas with internal clients and Communication team

Continues learning and keeping current in industry trends and best practices

Participates in weekly team meetings and regular one-on-one checkpoints with Director

Knowledge, skills, and abilities

Bachelor's degree in Communications, Marketing, or Journalism

Experience and proven ability in journalism or copywriting

Competency in Adobe Creative Suite and Microsoft Office products, as well as email distribution and database manipulation

Strong writing, editing, proofreading, layout and design, professional printing/publishing skills

Excellent organization and planning skills

Self-motivated with a positive and professional approach to client satisfaction

Enjoys working in a team-based environment and desires to collaborate with others

"We know that for those who love God all things work together for good, for those who are called according to his purpose."

Romans 8:28 ESV

Faith-Based Qualification:

- Personal relationship with Jesus Christ
- Evidence of growing maturity as a disciple of Christ
- Agreement with Berean Baptist Church statement of faith

Work Conditions

Will most generally work weekday hours; occasional hours on weekends and evenings to support events and ministry activities with written stories and reports.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

