



## MINISTRY DESCRIPTION

**Title:** Lead Copy Writer/Editor  
**Department:** Communications  
**Reports to:** Communications Director

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### Ministry Function:

The Lead Copy Writer/Editor supports the ministry at Convoy of Hope by writing and editing communication, development, marketing, web, digital and public relations copy. This individual will assist with the fulfillment of communication assets to in-house and external clients and friends of the organization.

### Essential Duties and Responsibilities:

1. Write copy for the organization's ever-evolving needs, including: email content, internal and external reports, website, direct mail, social media, press releases, print, scripts, marketing material and collateral.
2. Move creative direction and briefs into compelling copy.
3. Ensure all copy adheres closely to brand and voice style guidelines.
4. Liaise with clients on projects as needed.
5. Serve as head copywriter and initial tech editor.
6. Provide and/or edit ongoing, fresh content for all of Convoy of Hope's communications channels.
7. Create, edit, and provide up-to-date website content.
8. Write, edit and coordinate other projects as assigned.
9. Interface with leaders of program teams to ensure quality control and accurate information is disseminated.
10. Develop, in coordination with program departments, communication assets for use by their department.
11. Assist in writing press releases to support public relations objectives, as needed.
12. Strategize and provide input on press release subject, distribution, and media relations strategy.
13. Provide and/or edit ongoing, fresh content for Convoy of Hope's communication pieces.
14. Provide ongoing writing support for all programs and initiatives.
15. Manages, edits, keeps up to date and tracks website content.
16. Travel domestically or internationally as requested - often on short notice.
17. All other duties as assigned.

### Required, Knowledge, Skills, and Abilities:

1. Bachelor of Arts in Communications, journalism or related field preferred; High School diploma or equivalent required.
2. 3+ years demonstrated experience in written communications for print, video and broadcast required.
3. Proven direct response writing skills.
4. Ability and agility to work on tight deadlines.
5. Proven ability to edit for consistency, accuracy, and competency.

6. Ability to travel domestically and internationally, sometimes on short notice, as requested.
7. Ability to multi-task and stay highly organized.
8. Ability to prioritize projects.
9. Strong interpersonal communication skills in person and in writing.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:**

This position has no direct supervisory responsibility.

Created: May 7, 2018