



## MINISTRY DESCRIPTION

**Title:** Copywriter

**Division:** Communications

**Working Group:** Communications

**Reports to:** Lead Copywriter/Editor

**Schedule:** Regular, full-time

**FLSA:** Exempt

### **Ministry Function:**

The Copywriter supports the ministry at Convoy of Hope by writing, editing, and proofreading content related to general communication, development, marketing, web, digital, and public relations copy. This individual will assist with the fulfillment of communication assets to in-house departments, external clients, and friends of the organization.

### **Essential Duties & Responsibilities:**

1. Write copy for the organization's ever-evolving needs as it is assigned by the Lead Copywriter/Editor. This could include email content, direct mail pieces, internal and external reports, website copy, social media posts, press releases, print articles, scripts, marketing material, and other collateral.
2. Edit and proofread content that is generated within and tasked to the Communications & Marketing Division.
3. Ensure all assigned copy adheres closely to brand and voice style guidelines.
4. Work with the Lead Copywriter/Editor to update brand and voice guidelines when necessary.
5. Write articles for and contribute to Convoy of Hope's quarterly magazine, "Hope Quarterly."
6. With the Lead Copywriter/Editor, develop communication assets for use by the organization and other departments.
7. Liaise with clients on projects as needed.
8. All other duties as assigned.

### **Required Knowledge, Skills & Abilities:**

1. Bachelor of Arts in English, communications, journalism, or a related field is preferred; high school diploma or equivalent is required.
2. 2+ years demonstrated experience in written communications for print, video, and broadcast required.
3. Proven skills in writing direct response mailings is preferred.
4. Ability and agility to work on tight deadlines.
5. Proven ability to edit for consistency, accuracy, and competency.
6. Ability to multi-task and stay highly organized.
7. Ability to prioritize projects.
8. Strong interpersonal communication skills.
9. Ability and willingness to occasionally travel domestically and internationally, as requested.
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: June 23, 2020