



MINISTRY DESCRIPTION

Title: Editor
Division: Communications
Working Group: Communications
Reports to: Lead Copywriter/Editor

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

The Editor supports the ministry at Convoy of Hope by editing, proofreading, and occasionally writing 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. Edit and proofread content that is generated within and tasked to the Communications & Marketing Division. This could include email content, internal and external reports, website copy, direct mail pieces, social media posts, press releases, print articles, scripts, marketing material, and other collateral.
2. Ensure all assigned copy adheres closely to brand and voice style guidelines.
3. Work with the Lead Copywriter/Editor to update brand and voice guidelines when necessary.
4. Act as the primary proofreader for Convoy of Hope's quarterly magazine, "Hope Quarterly."
5. Write copy for the organization's ever-evolving needs as it is assigned by the Lead Copywriter/Editor.
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 editing content for print, video, and broadcast is required.
3. Ability and agility to work on tight deadlines.
4. Proven ability to edit for consistency, accuracy, and competency.
5. Ability to multi-task and stay highly organized.
6. Ability to prioritize projects.
7. Strong interpersonal communication skills.
8. Ability and willingness to occasionally travel domestically and internationally, as requested.
9. 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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

11. 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