



## MINISTRY DESCRIPTION

**Title:** Senior Editor

**Division:** Communications

**Working Group:** Communications General

**Reports to:** Senior Vice President/Chief Communications Officer (SVP/CCO)

**Schedule:** Regular, full-time

**FLSA:** Exempt

### **Ministry Function:**

The Senior Editor supports the ministry at Convoy of Hope by editing, proofreading, and writing content on behalf of executive leadership related to general communication, development, marketing, web, digital, media 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. On behalf of executive leadership, write and edit projects as requested.
2. Write and edit feature stories, direct mail messaging, social media posts, video and radio scripts, etc.
3. Edit and proofread content that is generated within and tasked to the Communications & Marketing Division as requested by the CCO.
4. Ensure all assigned copy adheres closely to brand and voice style guidelines.
5. Write copy for the organization's ever-evolving needs as it is assigned by the CCO.
6. In collaboration with the Communications team, strategize and assist with the development of 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. 10+ years demonstrated experience in written communications for print, video and broadcast required.
3. Proven ability to work in a collaborative team environment.
4. Ability to maintain high level of confidentiality and discretion.
5. Ability, willingness, and agility to work on tight deadlines.
6. Proven ability to edit for consistency, accuracy, and competency.
7. Ability to multi-task and stay highly organized.
8. Ability to prioritize projects.
9. Strong interpersonal communication skills.
10. Ability and willingness to occasionally travel domestically and internationally, as requested.
11. 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.
12. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

13. 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: November 19, 2020