



**JOB TITLE:** COMMUNICATIONS EDITOR

**REPORTS TO:** DIRECTOR OF COMMUNICATIONS

**JOB PURPOSE:**

To provide editing, writing, production assistance and specific tasks as required for various projects to the Communications Department through tasks as required for various projects. The position requires the ability to work with all Stonebriar Community Church (SCC) ministries, vendors, and contractors to facilitate and contribute to the productivity of the Communications Department.

**MISSION STATEMENT:**

- To effectively represent the core values of Stonebriar Community Church in the content and production of all church communications
- To support with excellence all ministries and departments of Stonebriar Community Church

**DUTIES & RESPONSIBILITIES:**

Including but not limited to:

**Editing / Writing (approx. 70%)**

- Regularly reviews content on the SCC website for timeliness and accuracy.
- Produces and updates website pages as needed for SCC ministries.
- Acts as a proofer for written material (worship folder, Connection, etc.)
- Uploads monthly Connection to the website
- Provides editorial assistance as needed.
- Serves as backup for producing worship folder, sermon notes and HTML newsletters.
- Serves as back up for responding to website “contact us” responses

**Support Duties (approx. 30%)**

- Contributes to team planning for support and promotion of church ministries and ministry activities.
- Assist with logging Communications Tickets
- Serves as secondary contact for all Communications Requests.
- Performs support duties as required for Communications activities
- Helps facilitates requests from staff, church members and visitors when feasible (e.g., requests for photos, old newsletters, quotes, and other information).
- Provides support for InfoCaster (TV monitors)

**TEAM MEMBER CONTRIBUTION:**

Actively contributes to the improvement of the ministry of SCC and provides prayerful support.

- **Teamwork:** Functions well with coworkers, treating them with honor and grace.
- **Spiritual Encouragement:** Encourages spiritual focus and commitment by modeling the Core Values of SCC.
- **Improvement of Ministry Operations:** Contributes toward the improvement of the ministry as a whole.

**QUALIFICATIONS:**

- Personal relationship with Jesus Christ
- Servant's heart
- Teachable and open attitude
- Commitment to the Statement of Faith and Core Values of SCC
- A bachelor's degree in Journalism, English, Communications, Marketing, Advertising, or a related field of study
- Two to three years' experience in professional writing and collaboration with creative teams; experience in writing for the web preferred
- Five or more years' experience in a position with editorial responsibilities
- Basic understanding of printing and media production issues
- Contributes to team planning for support and promotion of church ministries and ministry activities.
- Excellent writing and editing skills
- Excellent grasp of grammar and writing style
- Strong organization & multitasking skills
- Able to work effectively in a fast paced environment
- Computer skills, including proficiency in Microsoft Word, Publisher, Excel, and PowerPoint. Knowledge of, InDesign, and/or Adobe Photoshop a plus.
- Working knowledge of the Internet and Web Content Software
- Self-motivated, yet able to collaborate effectively with team

**JOB STATUS:**

- Full-time
- Full benefits
- Exempt