

JOB DESCRIPTION

Date: March 15, 2018

Position: Content Coordinator/Editorial Assistant

Reports to: Director, Content

FLSA Status: Non Exempt

Work Hours: Full-Time Position

Overview

City to City's Content department produces resources that equip leaders to cultivate gospel movements in cities. We are building a collection of published resources in many forms that reflects the diversity of voices and perspectives that characterize CTC's global network of church planters.

Short Description

The Content Coordinator/Editorial Assistant will support the Content Director and Manager by editing, proofreading and creating written, audio, and video resources for web, online courses, print products, etc for a culturally diverse ministry audience; by maintaining core administrative processes; and by strengthening the department's audience engagement through social media and customer service.

Responsibilities

- Create and curate digital content for audience of ministry practitioners
- Edit and proofread materials for all content products
- Write articles and promotional copy
- Prepare, conduct, and transcribe interviews
- Fact check stories, source/research photos, and assist with photo shoots
- Process invoices, check-requests and royalties
- Archive documents and media files
- Track submissions and author manuscripts
- Engage audience through social media, marketing, surveys, etc.
- Provide customer service and troubleshooting for online courses and other content products

Skills and Experience

- Two years experience proofreading or writing copy in a job or internship
- Good English skills (both written and spoken)
- Demonstrable editing skills
- Proficiency with cloud software and social media
- Ability to edit audio and video or do basic graphic design preferred

Portfolio of writing and/or media samples requested.

To apply, please send cover letter and resume to hr@redeemercitytocity.com.