



Title: Content Writer

Classification: Exempt

Band Description: Specialist

Supervisor: Director of Communications

EPA & GNJ employees through their work help fulfill our mission: recruit and develop transformational leaders to make disciples and grow vital congregations to transform the world.

EPA & GNJ values as an organization and in its employees

- *innovation and risk taking*
- *excellence in its ministry and service*
- *compassionate and just service*
- *diversity*
- *collaboration*

United Methodists of Eastern Pennsylvania and Greater New Jersey view all employees as leaders who are critical to the mission, capable of growth and valued.

Position Summary

The Content Writer develops and disseminates impactful written content for United Methodists of EPA and GNJ, supporting our mission to recruit and equip transformational spiritual leaders to make disciples and grow vital congregations to transform the world. This is a highly collaborative role in the EPA&GNJ Communications Team.

Essential Functions

- Craft and manage engaging content across various channels, aligning with EPA&GNJ's objectives.
- Maintain EPA&GNJ editorial calendar.
 - Direct the production of the quarterly "NEWSpirit" newspaper, coordinating content, design, publication, distribution, and budget to uphold high production values and fiscal responsibility.
 - Manage, curate, and track the weekly "Digest" e-newsletter.
 - Regularly write editorial features that highlight local church ministries and conference initiatives.
- Revising others written content to ensure all-around consistency (style, fonts, images, and tone)
- Compile and produce publications like the AC Pre-Conference Workbooks and the AC Journal.
- Balance and weigh written and visual content to reflect diversity, intercultural competency, and theological differences within our conferences.

Organizational Responsibilities

- Related communications duties such as social media assistance, photography, and representing communications team on project teams.
- Serve as a participant or as a project manager for projects as assigned
- Assist in EPA & GNJ meetings and events

Core Competencies

- Committed to continuously grow in intercultural competence
- Build and maintain relationships that are rooted in honesty, integrity and honoring confidentiality
- Work collaboratively with others to produce innovative solutions
- Networking and initiative
- Meet deadlines
- Ability to convert ideas into stories, linking EPA&GNJ's mission to action

Qualifications

- Portfolio of published articles (electronic and print)
- Excellent writing and editing skills in English
- Evidence of collaboration with clients and within an office environment
- Hands-on experience with MailChimp, WordPress, SEO tools, Microsoft Suite, and social media
- Familiarity with web publications
- Photography skills preferred

Education

- Bachelor's degree in journalism, communications, or public relations

Travel

The position requires some evening and weekend responsibilities and some travel beyond the office. The position works in a hybrid model from the EPA office in Norristown, PA and GNJ office in Neptune, NJ.