



Announcement of Position Opening

Church Extension Financial and Missional Resources of the Christian Church (Disciples of Christ)



CREATIVE WRITER/DIGITAL MEDIA SPECIALIST

Summary:

To serve as primary creative writer for publications, ads, brochures and websites, as well as be responsible for social media efforts, social media metrics, and connections with customers to foster new leads for marketing efforts for Disciples Church Extension Fund and Hope Partnership for Missional Transformation.

Essential Duties and Responsibilities:

- Serves as the primary creative writer who uses key messaging to proactively develop articles for key programs, services and initiatives
- Proactively gathers content on a weekly basis to serve as the primary creative writer for web content
- Works with Marketing Team to develop media relations strategy and implements that strategy
- Under the oversight of Assistant Director of Marketing, is responsible for all social media efforts with regard to marketing products; promotion of brands; connection with customers; and fostering of new leads for new business
- Supports Assistant Director of Marketing with various social media metrics to assist with data analytics
- Supports marketing automation process
- Serves as designated photographer, videographer and producer of visual media
- Manages and maintains up-to-date and easy-to-locate visual assets
- Oversees any needed translation processes
- Works with Assistant Director of Marketing to create and/or regularly update style guide

Qualifications:

- Skilled writer
- Good communication skills
- Photography and videography experience
- Good organizational skills and strong project management background
- Ability to work on teams and with diverse markets
- Software experience/familiarity—Microsoft Word, Excel, PowerPoint, iMovie, Basecamp or other file sharing programs, SmugMug, iPhoto; Adobe Creative Suite and Final Cut Pro experience a plus
- Understanding of not-for-profit or church public relations, marketing, and communications environment is a plus
- Familiarity with the Christian Church (Disciples of Christ) a plus
- Relocation desired, but not required

Educational Requirements and/or Experience:

- Bachelor's degree in communications, journalism, public relations or marketing required
- At least 3-5 years' experience working in public relations, media relations and marketing

Competitive salary and full benefits offered.

For more information or to apply, please send cover letter and resume by April 16, 2018 to:

Ellen L. Mitchell
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