



Job title *Copy Editor*
Reports to *Media Team Leader*

Job purpose

The Copy Editor is responsible to proof written copy for CLUB1040 print material as directed by Media Team Leader.

Remuniation

Our missionary staff volunteers raise financial support to cover salary, benefits and ministry expenses. CLUB1040 can provide training to develop support. Reasonable expenses can be reimbursed with prior written authorization.

Duties and responsibilities

The primary job duties and responsibilities of the Copy Editor are to manage media projects from concept to completion for CLUB1040.

- Participate in CLUB1040 SHAPE profile and Development program
- Proof and edit copy written by CLUB1040 Staff Writer and/or others for publication
- Maintain corporate messaging and continuity through all written products
- Identify cost saving processes and means of production and distribution
- Support the Media Team Leader

Qualifications

The ideal candidate for Copy Editor will possess the following minimum qualifications.

Qualifications include:

- B.A. in Communications related degree program or 3 years' experience in a media titled job
- Proficient in document production software, (i.e. MS Office, and Adobe Acrobat, etc.)
- Excellent oral and written Communication skills
- Ability to manage multiple tasks simultaneous

Working conditions

Copy Editor will primarily work from home, but on occasion will be necessary to attend CLUB1040 office briefings, events and extra local sessions.

Physical requirements

The position necessitates the Copy Editor to sit for long periods, working in a computing environment.

NOTICE: This posting is for a volunteer missionary position and should not be considered as an offer for full or part time paid employment. In some cases, certain staff volunteers might be considered for employment; however, no such offer is guaranteed by acceptance of a volunteer position nor is it implied.

Approved by: *Divisional Leader, Operations*
Date approved: *June 23, 2016*
Reviewed: *June 23, 2016*