



**Job title**                    *Staff Writer*  
**Reports to**                *Media Team Leader*

#### **Job purpose**

The Staff Writer is responsible to produce 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 expense reimbursements are available with prior written authorization.

#### **Duties and responsibilities**

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

- Participate in CLUB1040 SHAPE Profile and Development program
- At direction of Media Team Leader, produce copies for all written correspondence of CLUB1040
- Maintain corporate messaging and continuity through all written products
- Identify cost saving processes and means of production and distribution
- Curate a library of issued correspondence and print media
- Proactively create copy to address ongoing operations of CLUB1040
- Support the Media Team Leader

#### **Qualifications**

The ideal candidate for Staff Writer 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**

Staff Writer will primarily work from home, but on occasion will be needed to attend CLUB1040 office briefings, events and extra local sessions.

#### **Physical requirements**

The position necessitates the Media Team Leader to sit for long periods, working in a computing environment.

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*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*