



LIFE.CHURCH

OPERATIONS

Job Title: Content Writer
Department: 111 – Creative Media
Reports to: Director of Preteen Content
Status: Exempt
Supervisory role: No
Last updated: 7/1/2022

Life.Church wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

Job Summary

The Content Writer on the Creative Media Group Content Development Team will write and edit content for our NextGen audience at Life.Church. This role will be responsible for editing, proofreading, and providing content writing support across NextGen to ensure content represents Life.Church's beliefs, culture, and style guide. This person will also be responsible for writing scripts as needed for these ministries.

Duties and Responsibilities

- I. Write scripts and collaborate with contract screenwriters
 - Write scripts for Early Childhood curriculum
 - Write scripts as needed for Konnect, Loop, and other NextGen initiatives as needed
 - Collaborate with contract screenwriters as needed for NextGen initiatives

- II. Edit and proof content written by other content contributors
 - Edit spiritual growth content written by teammates for biblical accuracy, content, structure, language, and style
 - Quickly and efficiently edit and proof weekly LifeKids and Loop curriculum pieces, including leader guides, training materials, and activity sheets
 - Proofread content against the organizational style guide and relevant references for accuracy, consistency, punctuality, and formatting

- III. Provide content support
 - Organize activity brainstorming for curriculum with the production and distribution team
 - Develop and review NextGen curriculum content work as needed by the Directors of Kids Content and Preteen Content
 - Write scripts and support new NextGen initiatives like YouTube content and resources for parents and leaders
 - Create YouTube descriptions and communicate across teams about NextGen content initiatives

- IV. Other responsibilities as assigned
 - Manage the weekly YouVersion Live Events for message talk notes
 - Assist team members in the Creative Media Group Development Team upon request

Knowledge, Skills and Abilities

- Excellent verbal, written, and interpersonal communication skills in order to foster relationships and partnerships
- Effective at multi-tasking and time management to meet strict deadlines while remaining flexible and open to change

- Strong writing, editing, and proofing skills
- Ability to self-motivate, make independent decisions and problem solve
- Ability to manage conflict and differing opinions while maintaining composure

Education/Experience

- High School Diploma or GED
- 1-3 years of related work experience

Working Conditions and Requirements

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 25 pounds on occasion.

At Life.Church, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent Life.Church's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by a staff member or intern at Life.Church is to uphold and represent Life.Church and our beliefs in all areas of personal and professional life.

Employee Name (Printed)

Employee Signature

Date

Team Leader Signature

Date

Life.Church refers to Life.Church Operations, LLC for the purposes of this document.