



Job Description

Position Title: Design/Content Editor

Department: Design and Communications

Reports to: Director of Design and Communications

Status: Full-time; salaried, exempt

Revised: 05.03.2023

Campus: Campus Support Team

Primary Purpose

The Design/Content Editor will ensure that all outward communications are aligned with NewPointe's mission/vision and are void of any grammatical or content errors. The Design/Content Editor will inspire people to follow Jesus by examining the accuracy of media for the intended target audiences and verifying factual accuracy and alignment with NewPointe's branding. This role will also provide support to the graphic designer by taking on projects assigned.

Essential Functions/Key Result Areas (KRAs)

- Proofread and edit as necessary all external bound communications, including all mass communication for alignment with brand voice, and style, as well as correct information.
- Lead and manage the Editor who provides grammatical proofing on all external communications.
- Assist stakeholders with content creation as needed/requested.
- Provide script writing support for stakeholders, ministries, and special projects.
- Will assist with design projects and take on assigned graphic design needs.
- Other duties as assigned.

Position Requirements

Supervisory

- Lead Volunteers

Knowledge/Skills/Abilities:

- Must possess a strong understanding of English grammar, style, and punctuation, along with graphic design principles.
- Must possess outstanding written and verbal communication skills.
- Must demonstrate exceptional attention to detail.
- Ability to work with both print and web design.
- Ability to quickly create relevant and creative communication messages.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively recruit, inspire, and build teams.
- Proficient in the following software applications:
 - MS Word, Excel, and Outlook
 - Adobe In-Design and Adobe Illustrator
 - Asana – project management software
- Able to ask questions for understanding and advancement of ideas/concepts.
- Coachable and takes direction well.

Qualifications

Education: Bachelor's degree is preferred; high school diploma required.

Experience: Comparable working experience in a related field.

Licenses: None

Physical Activities/Requirements (with or without accommodation)

- May require long periods of standing or sitting

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including:
 - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
 - Participate in small group accountability.
 - Regular attendance at NewPointe services.

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value in reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date