



# Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

## Editor Ministry Job Description

**Volunteer Job Title:** Editor

**Reports to:** Cornell Hampton, National Volunteer Coordinator

**Scheduled Shift:** As need

**Job Location:** As need

### **General Description:** Volunteer Editor Job Summary

The volunteer editor is an experienced and detail-oriented individual that will join the ministry and plan, create, and ensure the accuracy of our various written materials. In this role, you will play a crucial part in managing the reputation of Church of God by Faith, Inc., by confirming that all materials that represent our organization are polished, professional, and error-free.

### **Editor Duties and Responsibilities**

- Prepare, rewrite, and edit copy in order to improve upon it.
- Read copy to identify and correct errors in spelling, grammar, and syntax.
- Fact-check copy to ensure that all dates, names, statistics, and facts are correct.
- Identify ways that the structure and flow of content could be improved.
- Act as the final stamp of approval on all formal written communications that represent our organization internally and externally.
- Manage our publication, including coordinating freelance writers, defining the strategy, and planning necessary word counts and space for text and photos.
- Participate in and share your expertise on written communication.
- Keep all documents for review and edit confidential

### **Editor Requirements and Qualifications**

- Strong writing, editing, and proofreading skills.
- Leadership skills to effectively contribute to a team of writers or contributors.
- Excellent oral and written communication skills.
- Time management skills with the capability to effectively prioritize and multitask.
- Keen attention to detail.
- Experience with Microsoft Office, and various other publishing tools.
- The ability to meet deadlines requirements.
- 1+ years of proven working experience in an editor role.
- Bachelor's or higher degree in journalism, communication, marketing, or business-related field.
- Professional portfolio that highlights your previous written work.