

FRIENDSCHURCH

COPYWRITER CONTENT MANAGER

FULL TIME

JOB PURPOSE

The Copywriter/Content Manager is responsible for sourcing compelling content and sharing stories of what God is doing in and through Friends Church.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

1. Create copy for all marketing materials, including clear, compelling copy for website, email, direct mail, paid search, and social media to drive strong conversation and engagement.
2. Proofread copy and make sure it reaches the highest standards of spelling and grammar while ensuring all copy tone and style are consistent with the Friends brand.
3. Collaborate with ministry leaders and creative team to develop content and social media strategies, topics, and ideas.
4. Partner with Digital Marketing Manager and Web Developer on content scheduling and help tailor content in line with our Brand Guidelines.
5. Masters a range of writing styles from generating compelling marketing calls to action to impactful storytelling.
6. Highly collaborative, willingness to partner with others to accomplish shared goals, and also comfortable working independently on projects through completion when needed.

Additional Functions

- Participate in all-church Group Life series as requested, minimum once a year.
- Keep current in related field.
- Attend and participate in all staff Friends Church staff meetings, events, programs, and training.
- Cooperate with supervision by performing appropriate related duties when assigned or instructed.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church.

EXPERIENCE, EDUCATION, AND LICENSURE: Bachelor's Degree in English, Communications, Journalism, or related field. 3+ years of experience writing copy for a marketing agency, ministry setting, or relevant industry.

KNOWLEDGE AND SKILLS

SKILLS: Outstanding communication both verbal and written, excellent interpersonal skills, resourceful and driven, highly creative and collaborative, detail oriented and organized, excellent time management when working under pressure.

ABILITY: Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to act independently while working with a team effectively.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* Must be able to remain in a stationary position for extended periods and be able to occasionally move about within the Church building. Constantly operates a computer using hands and arms to feel and reach. This position frequently communicates with team members, church staff, and church members and needs

to be able to comprehend oral and written information. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Shared office space with a moderate noise level, Fast-paced with occasional interruptions, Occasional meetings take place via Zoom or GoogleMeets.