

# **IPHC Global Ministries Center**

## **Content Specialist/ Children's Admin Job**

### **Description**



#### **Summary/Objective**

The Content Specialist will be responsible for writing, editing, and publishing content for Discipleship Ministries, including digital and print media. In addition to creating content, this person will work closely with the Children's Ministries Director and Team in an administrative capacity. Tasks require a strong attention to detail and the ability to work within deadlines. The Content Specialist will also assist the Discipleship Team through effective communications with constituency at all levels of the organization. Finally, this individual will support the vision and strategic goals of IPHC Ministries.

#### **Essential Functions**

Reasonable accommodations are available to enable individuals with disabilities to perform the essential functions.

1. Maintain an appropriate tone in writing, adhering to the employer's chosen voice.
2. Edit and assist in publishing content on all general platforms.
3. Assist the Children's Ministries Director in all administrative tasks
4. Answer inquiries and respond professionally.
5. Collaborate with team members for general-level projects.
6. Conform with and abide by all regulations, policies, work procedures, and instructions.

#### **Competencies**

1. Communication Proficiency.
2. Strong editorial skills
3. Personal accountability, timeliness, efficiency, and credibility.

#### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

#### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, copiers, printers, scanners and utilizes photography/videography equipment and software.

#### **Physical Demands**

The physical demands described here represent those required of an employee to perform the essential functions of this job successfully. This is largely a sedentary role; however, it routinely requires transporting photography and videography equipment. This would require the ability to lift, carry up to 40 pounds, and bend or stand on a stool as necessary.

#### **Position Type**

This is a full-time, hourly, non-exempt position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm, with adequate flexibility. This position is amenable

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to the Executive Director of Discipleship Ministries and the Director of Children's Ministries.

**Travel**

Occasional travel is necessary for this position.

**Required Education and Experience**

1. High School Diploma and some college. College degree preferred.
2. At least two years of editorial experience, preferably in a ministry setting.