

**CRU / ISP
POSITION DESCRIPTION**

Business Title: Assistant Editor
Ministry/Team: International School Project/Comm/Journalism Team
Reports To: Director of Journalism
FLSA Status: Supported or Affiliate Staff
Prepared By: Tez Brooks
Prepared Date: 06/2/2022
Approved By: Jo Anne Licht (6/3/22)
Job Code: _____

MISSION: Cru is a caring community passionate about connecting people to Jesus Christ.

SUMMARY DESCRIPTION OF POSITION:

The Content Editor is an information specialist who reviews, critiques, and edits all news, reports, and stories related to ISP to ensure professional and accurate information is communicated prior to distribution. This role is not that of a grammar/punctuation or copy editor. They study overseas cultures and individual staff and volunteers who serve there with ISP to know their personalities and modes of operation in order to best edit the content of ISP publications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

AS A MEMBER OF CRU:

- Actively and intentionally grow in his/her Christian faith.
- Maintain a positive witness for Christ.
- Express a dependence on the Holy Spirit.
- Share what God is teaching him or her.
- Consistently attend and participate in team/ministry devotional times.

FOR THIS POSITION:

- Investigate printed and electronic content and photos for accuracy.
- Meet deadlines.
- File and maintain your sources (raw material, interviews, and surplus info) for reference.
- Participate in any organizational meetings as required.

SUPERVISORY RESPONSIBILITIES: None

OTHER FUNCTIONS (Non-essential)

- Perform related duties or special projects as assigned.
- Works closely with line editors and proof readers.

- Potential opportunities to interview, collect and write stories.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Ministry organization, operation, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Basic personal computer operation, including word processing, spreadsheets, and database management.
- Intermediate use Gmail, Google Drive, Google Docs, and Asana.
- Basic research method.

ABILITY TO:

- Carefully scrutinize communications for mistakes or misleading embellishments.
- Suggest rearrangement of written content for better flow and comprehension.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relations with others.
- Learn, apply and explain policies, procedures, rules, and regulations.
- Analyze situations accurately and determine an effective course of action.
- Plan and organize work.
- Work confidentially with discretion.
- Work independently with little direction or supervision.
- Maintain accurate records and files.
- If needed, travel within the United States and/or internationally 1-2 times per year.

EDUCATION and/or EXPERIENCE

- 3-4 years of experience in any written editing.
- 3-4 years of ministry experience.
- Overseas experience preferred but not required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds, especially while traveling. Specific vision abilities required by this job include close vision.

PERSONAL CHARACTERISTICS

As stated in the U.S. Staff Handbook, it is expected that Campus Crusade for Christ staff, as members of its Religious Missionary Order, will demonstrate a balanced, Spirit-filled Christian lifestyle and maintain biblical priorities in commitments to ministry, family, associates, personal interests and study.

FINANCIAL RESPONSIBILITIES

Campus Crusade for Christ RMO Staff are expected to maintain a positive balance in his/her staff account, properly administer financial resources, and communicate consistently with his/her support team.

CHRISTIAN GROWTH

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.