

**CRU / ISP
POSITION DESCRIPTION**

Business Title: Managing Editor
Ministry/Team: International School Project/Comm/Journalism Team
Reports To: Director of Journalism
FLSA Status: Supported or Affiliate Staff
Prepared By: Anne Marie Runnels
Prepared Date: 05/15/2022
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 Managing Editor collaborates with leadership to choose strategic news and reporting for the team and oversees the process of creating new content for ISP media in order to move the mission forward.

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:

- Supervise all writers on your team.
- Create a yearly strategic plan based on organizational priorities and needs
- Understand changing field needs by connecting regularly with leaders across the organization.
- Review and update the mission and vision statement for the Journalism team
- Participate in any leadership, or organizational meetings as required.

SUPERVISORY RESPONSIBILITIES

- Effectively communicate mission and vision to the team.
- Lead direct reports through the Staff Development Cycle.
- Meet weekly with each direct report to oversee his/her work flow.
- Meet weekly with the team for encouragement, prayer and updates.
- Review and approve ministry card and staff card expenses for your direct reports.
- Manage the process of creating news content from research through disbursement.

OTHER FUNCTIONS (Non-essential)

- Perform related duties or special projects as assigned.
- As needed, help with recruiting.
- As needed, participate in training and speaking opportunities.

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.
- Budget preparation and control.
- 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:

- 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.
- Train and provide work direction to others.
- Work independently with little direction or supervision.
- Make formal presentations to a variety of groups.
- Maintain accurate records and files.
- If needed, travel within the United States and/or internationally 1-2 times per year.

EDUCATION and/or EXPERIENCE

- Associates Degree or 3-4 years of experience in the journalism field
- 3-5 years of ministry experience
- Supervisory experience

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.