ALLEN JACKSON MINISTRIES®

Copywriter
Job Description

Position Summary

The Copywriter / Editor at World Outreach Church (WOC) will be responsible for creating compelling written content for WOC and Allen Jackson Ministries (AJM). This position will create high-quality written content for a variety of needs and deliverables. While the core responsibilities are centered around writing and editing, occasional support in related areas may be necessary. This position reports to the Content Development and Editorial Manager as part of the Communications Team.

Who We Are

We strive for excellence in every area of ministry.

World Outreach Church is an interdenominational congregation of over 15,000 congregants in Murfreesboro, Tennessee. It began over 40 years ago with less than 30 people and has been under the leadership of Pastor Allen Jackson since 1989. Through our in-person services, gatherings, and events—as well as the use of online streaming, television, radio, podcasts, and other resources—our mission is to help people become more fully devoted followers of Jesus Christ. Learn more at wochurch.org and allenjackson.com.

Job Duties & Responsibilities

These duties are not exclusive and with consideration of your job requirements and other skills, the job description can be added to or taken away from at the discretion of your immediate supervisor. In addition to the responsibilities listed above, continual growth and spiritual development is required and will look different over time and for each person.

- Create clear, compelling, and informative written content for a wide variety of uses including letters, emails, social media posts, sermon and product descriptions, books, voice overs, and more.

- Meticulously edit copy for grammar, punctuation, spelling, flow, and content using Chicago Style Manual and ministry style manual.
- Perform all duties necessary to research, organize, and create final copy for emails, letters, press releases, books, social media posts, and other written products.
- Write in ministry/brand voice and/or Pastor Allen Jackson's voice.
- Collaborate with other team members to move projects forward and bring them to completion.
- Ability to recognize compelling and helpful content in sermons and other presentations and create written pieces from that content.
- Knowledge of the ministry, its teachings, and Scripture, and a passion to create content that aligns with these.
- Willingness to learn new skills on an ongoing basis.
- Consistently deliver assigned content in a timely manner.
- Notifies supervisor of any delays or barriers to delivering assigned content.

Additional Responsibilities

- Participate in team discussions to improve content development processes and workflow.
- Attend team meetings and planning sessions, as required.
- Engage with World Outreach Church congregational life and events.
- Perform other duties, as assigned by a supervisor.

Job Skills & Requirements

- Bachelor’s degree in Journalism, Strategic Communications, English, or similar—or equivalent professional experience and knowledge
- Proven ability to write and edit copy at a professional level, demonstrated through existing writing samples
- Ability to understand the different language styles that appeal to various target markets
- Familiar with SEO principles and online content strategy
- Proficient with Microsoft Word and the Microsoft Office Suite
- Mailchimp, Constant Contact, and Word Press knowledge is a plus
- Consistently displays creativity, attention to detail, adaptability, and ability to multi-task
- Comfortable leading /processing discussions about personal and spiritual matters

- Strong interpersonal and communication skills and ability to actively focus on supporting positive relationships; treating people with dignity, respect, integrity and/or compassion
- Self-starting and proactive
- Has the ability to adapt quickly and effectively in time-sensitive situations
- Willingness to take direction, grow, and learn new techniques and tools
- Ability to work independently and manage multiple projects on tight deadlines
- Excellent organizational and problem-solving skills with a strong attention to detail
- A team-oriented attitude with a collaborative spirit and a passion for sharing faith through creative content
- Able to maintain confidentiality and uphold professional standards
- Willingness to work weekends and events as needed
- Regular and timely attendance in office

Terms

Regular, Full-Time, Ministerial Exception
Monday – Friday, 8:00 am – 5:00 pm (Occasional weekend assignments)