



Multimedia News Editor

FTE: 1.0

Reports to: Director of Communications

Location: Elkhart, Ind., Newton, Kan., or dispersed location, as negotiated

Purpose

Mennonite Church USA Executive Board staff is seeking a news editor and multimedia content producer. The multimedia news editor will generate and curate news releases and feature stories that report on and promote the work and ministry of Mennonite Church USA Executive Board and staff. Working collaboratively with the Communications Team, this person will help develop new multimedia communication strategies on a variety of platforms. The multimedia news editor will facilitate news collaboration among the agencies and national staff when appropriate and mutually beneficial. The multimedia news editor will also coordinate written communication and translation projects for Mennonite Church USA, collaborating with freelance writers and outside translators as needed.

Responsibilities

- Coordinate Mennonite Church USA's weekly news service, compiling news from churchwide agencies, Executive Board and constituency groups.
- Write and edit Mennonite Church USA news stories, press releases and other written projects for EB staff and Mennonite Education Agency according to Mennonite Church USA Written Communication Guidelines and AP Style.
- Serve as the primary feature news stories writer, facilitating the gathering and telling of stories from Mennonites across the country.
- Coordinate freelance writers' work on news articles and features on behalf of Executive Board.
- Coordinate Spanish translation of EB staff documents/publications (and occasionally Indonesian translation).
- Lead regular news check-in meetings with news representatives from each of the agencies.
- Build and maintain collaborative relationships with communicators within other Mennonite Church USA agencies, organizations and area conferences, especially staff charged with writing and editing news.
- Build and maintain relationships with outside media, such as *The Mennonite* and *Mennonite World Review*. As applicable, release news to national and local media outlets.
- Write copy for advertisements as needed.
- Track best practices and maintain breadth of knowledge with current communication trends, emerging issues and areas of focus for Mennonite Church USA.

- Work with communications team on long-term vision, messaging and multimedia communications strategy.
- Additional tasks as assigned by supervisor.
- Required travel to attend communications team meetings twice a year, occasional conferences and convention.

Leadership and communication skills

- Ability to clearly articulate an Anabaptist theology.
- Strong written communication skills.
- Strong editing skills.
- Proficiency in Associated Press and Chicago styles.
- Solid understanding of communications, brand theory and strategies.
- Ability to work as part of a team.
- Ability to multi-task and self-manage. Adaptability and prioritization are imperative.
- Meet deadlines and be detail oriented.
- Excellent interpersonal communication skills with a wide range of constituents.
- Fluency in Spanish is a plus.
- Anti-racism training is a plus.

Technical skills

- A bachelor's degree in journalism, English, marketing or communication.
- High proficiency in Word, Excel, Outlook and PowerPoint.
- High proficiency in social media communication.
- Proficiency in InDesign preferred.
- At least four years of experience in a similar communications or marketing position preferred.
- Digital design, photography and video editing skills are a plus.

June 29, 2017