



Title: **Multimedia News Editor**
FTE: 1.0
Reports to: Chief Communications Officer
Location: Elkhart, Ind., Newton, Kan., or dispersed location, as negotiated

Purpose

The multimedia news editor will generate and curate, edit media 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 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 in-house staff writers, 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.
- Edit and also write Mennonite Church USA staff news stories, media releases and other communications for EB staff and Mennonite Education Agency according to Mennonite Church USA Written Communication Guidelines and AP Style.
- Coordinate freelance writers' work on news articles and features on behalf of Executive Board.
- Facilitate storytelling and editing through the Menno Snapshots blog by managing and soliciting blog posts from diverse writers, editing posts and coordinating the posting schedule and publicity, as needed.
- Coordinate Spanish translation of EB staff documents/publications (and occasionally Indonesian translation).
- Contribute to check-in meetings with news representatives from each of the agencies.
- Build and maintain collaborative relationships with communications leaders 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 and national and international media outlets. Release news to national and local media outlets.
- Write copy for advertisements and fundraising appeals as needed.
- Track best practices and maintain breadth of knowledge with current communication trends, emerging issues and areas of focus for Mennonite Church USA.

- Serve as the editor for Equipping, Mennonite Church USA's monthly resource guide for congregations and pastors. Proofread, update Resource Center online, oversee mailing and ensure finance receives correct billing information.
- Provide staff support for ongoing project efforts or initiatives
- Along with other communication staff, monitor the denominational websites and social media sites to keep content current.
- Work with communications team on long-term vision, messaging and multimedia communications strategy.
- Required travel to attend communications team meetings twice a year, occasional conferences and convention.
- Additional tasks as assigned by supervisor.

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 and communication or public relations.
- 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.

May 29, 2019