**Emerging Scholars Network Web Copywriter/Editor**

Faculty Ministry

Position Description

Supervised by: ESN Director

Status: Part-Time / Non-Exempt

Location: National, not NSC

**To advance the purpose of InterVarsity, this position will** assist the Director to ensure the recruitment of writers for original online content, copywrite, edit, and review copyright compliance of all blog content, produce our monthly newsletter, all designed to support both existing ESN members in their academic journeys and enlarge the constituency of undergrads, graduate students and faculty served by ESN.

**MAJOR RESPONSIBILITIES**

**Personal:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

**Copywriting/Editing:**

* Edit material accepted for publication to maintain the highest standards of quality, copyright compliance, and awareness of any reputational risks to InterVarsity Christian Fellowship.
* Write postings related to upcoming ESN events or news related to ESN external partners
* Produce our monthly Emerging Scholars Network newsletters and any special emails to our Mailchimp list.
* Review all ESN announcements via various media for accuracy before publication.

**Content Management:**

* Develop an editorial plan for both the newsletter and website outlining content to be featured, dates and deadlines in consultation with the ESN team.
* Review website and Mailchimp metrics, identify key metrics for growth and develop strategies to achieve that growth.
* Become thoroughly familiar with our archival content, identifying material regularly accessed, material to be featured in our dynamic reading lists, and to be posted on our social media.
* Build relationships both with our current writers and potential writers, including InterVarsity staff, students, and faculty and solicit new content reflecting editorial plans.
* Track and pursue diversity in our writers by ethnicity, gender, academic field and status, and location

**Reports & Meetings:**

* Compile and report website statistics monthly and report on to ESN team
* Assist with website development projects as assigned
* Attend regular meetings of the Emerging Scholars Network team
* Attend the annual Graduate and Faculty National Staff Conference (usually the third week of March)
* Attend other InterVarsity meetings as agreed upon.

**Administration:**

* Comply with Risk Management policies
* Follow the budgeting and expense reporting guidelines as necessary
* Fulfill reporting requirements

**Fund Development & Public Relations**

* Develop a prayer team to intercede for this endeavor and for oneself
* Seek funding from foundations, churches, and individuals to cover personal ministry expenses (travel, phone, etc.), and salary and benefits.

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* 3-5 years’ experience developing and maintaining website or blog content preferred
* B.A. in English, communications or journalism (or related field)
* Excellent writing, grammar and editing skills
* Writing ability for Web and email
* High motivation in team environment
* On-line writing/editing experience desired
* Excellent communication, organization, and time management skills
* Proven computer skills (word processing, spreadsheet and database applications, WordPress, Mailchimp)
* Knowledge of/experience with HTML
* Attention to detail and high work standards
* Ability to work independently without close supervision
* Planning and organizing; ability to juggle multiple tasks
* Love for students, faculty, and the university
* Annually affirm InterVarsity’s Statement of Faith as a maturing disciple of Jesus Christ

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)