

# The Southern Baptist Theological Seminary

## Position Description

**Position Title:** Copy Writer/Editor

**Department:** Communications

**Position Code:** E0454

**Date Prepared:** 7/25/17

**FLSA Status:**  Exempt  Non-Exempt

Full Time: Yes  No

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### **JOB SUMMARY:**

The Copy Writer/Editor is responsible for maintaining a clear, consistent and compelling voice for Southern Seminary across multiple channels through all copy produced by the Office of Communications (in collaboration with other departments). This person is responsible for brainstorming, creating, and transforming ideas into words for articles, advertisements, event programs, view books, brochures, e-newsletters, websites, postcards and more.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Provide continuity of messaging across channels
- Oversee copy from production to completion in Communications projects
- Revise, edit and proofread content in collaboration with clients, occasionally writing self-generated copy for brochures, ads, websites, and more
- Review all copy to ensure conformity to Office of Communications style guide with zero tolerance for errors
- Work with creative director and marketing director to develop copy ideas for promotional and marketing materials produced by Office of Communications
- As needed, conduct interviews and review transcripts for copy development
- Proofread *Towers*, *Southern Seminary Magazine*, news releases and other news copy generated by the Office of Communications news team
- Write news stories for news team
- Write news and features for *Towers* and *Southern Seminary Magazine*

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position should have a bachelor's degree.

**EXPERIENCE:**

The person in this position should have exceptional communication and organizational skills, advanced experience writing and editing copy; and the ability to manage multiple projects in a fast-paced, deadline-driven environment. This person should also be familiar with AP Stylebook. Familiarity with and commitment to The Southern Baptist Theological Seminary's mission and message is also expected of the person in this role.

**SUPERVISION:**

The person in this position will report to the Director of News and Information.

**WORK ENVIRONMENT:**

The person in this position will work in a standard office environment.

**EQUIPMENT:**

The person in this position will use the following equipment: desktop or laptop.