

Second Presbyterian Church

Content Coordinator

JOB DESCRIPTION

Second Presbyterian Church in Memphis is seeking a creative writer with digital content savvy to join the Communications team as Content Coordinator. Qualified candidates will establish a consistent voice and maintain it across various content streams. They will have the ability to write promotional and editorial content clearly and concisely.

The Content Coordinator will ensure that Second's brand messaging is consistent in style, quality and tone of voice across all mediums including web, social media, email, signage, direct mail, internal communication, and external advertising.

RESPONSIBILITIES

- Produce content for weekly Messenger email newsletter as well as monthly print Messenger newsletter
- Maintain page content on 2PC website
- Create and monitor content for social media channels (Facebook, Twitter & Instagram)
- Serves as main proofreader for all printed and online material, articles, and sermon notes
- Encourage congregational engagement through the use of compelling stories and well-crafted promotional content
- Collaborate with the creative team to gather supportive visuals including graphic design, photography, and video assets
- Serve as a consultant to ministry teams on writing for promotional materials
- Provide editorial input for internal and external communications
- Remain up to date with current web content strategy trends

QUALIFICATIONS

Bachelor's degree in English, Journalism, Marketing, Creative Writing or related field. Professional experience in the field is an acceptable substitute if Bachelor's degree is in another discipline.

- Three years experience preferred writing for print and online publication
- Excellent English grammar and spelling and the ability to proof and edit their own and others' writing
- Expertise in writing for social media, blogs, and other online communications
- Able to manage multiple projects in deadline-heavy environment
- Capacity to understand the big picture but give meticulous attention to detail, and find fulfillment in both
- Knowledge of basic web design and content management systems
- Candidates will be on board with the mission of Second Presbyterian.

Please send resumé and writing samples to luanne.hearn@2pc.org