



Employment Opportunity

Position Title: Copy Writer/Content Creator

Department: Mission Global

Reports to: Communication Lead

About Mission Global: Inspired by the example of Jesus and sent out under his authority and in obedience to his command, Mission Global seeks to bring the good news of Jesus Christ to the least reached and most vulnerable of our world. We work in partnership with many churches across the globe and in partnership with our Canadian churches to see the name of Jesus proclaimed and the transformative gospel message change lives, families, and communities.

Mission Global (PAOC and RAN) raises and invests over \$25 million dollars annually to see the good news of Jesus Christ transform the lives of thousands of people every year in over 85 countries.

The Development and Communications team serves PAOC and RAN global workers and communicates both internally and externally, encouraging engagement in prayer, donations and mobilization. While Mission Global’s Development and Communications team is responsible for PAOC Mission Global, RAN and Mission Global USA, it also collaborates with ERDO and Villages of Hope to ensure synergistic communication and the development of resources to accomplish the wholistic mission to the least reached and the most vulnerable.

Job Description: The Copy Writer/Content Creator for the Development and Communications team is focused on providing compelling communication through writing and visuals to our audiences that inspire them to engage with projects, campaigns, and workers. As a key member of the Development and Communications team, the Copy Writer/Content Creator significantly contributes to the success of the organization’s external and internal communication.

Responsibility	Function <i>How it is to be accomplished</i>	Measurables <i>By which performance will be measured</i>
Copy Writer Weight - 40%	<ul style="list-style-type: none"> • Responsible for writing digital and print copy for: <ul style="list-style-type: none"> • Mission Global Campaigns <ul style="list-style-type: none"> • Research the project being featured to collect accurate information for telling compelling stories. • Write copy to be used in printed letters, emails, landing pages, and social media related to the campaign • Annual Reports <ul style="list-style-type: none"> • Collect all content being featured in the report • Write all copy being used in the report • Global Work Profiles & Personal Development <ul style="list-style-type: none"> • As a valuable resource to our Global Workers, assist them in writing their profiles and partner development communication letters • Work in collaboration with either the Global Workers or their Personal Development coaches to ensure accuracy, 	<ul style="list-style-type: none"> • Works in an efficient and accurate manner to develop our fundraising campaigns (inclusive of ask, appreciation, awareness, and impact letters) • Accurately develop compelling stories that contribute to fundraising efforts • Show proficiency in writing and editing with accurate spelling and grammar • Successfully raises awareness for our GWs through improving their communication with partners

	<p>clarity, and security goals are met with their communication</p> <ul style="list-style-type: none"> ● Mission Global Website <ul style="list-style-type: none"> ● Write/edit all copy being used on the Mission Global website ● Any other Mission Global communication as needed 	
Graphic Design Weight - 20%	<ul style="list-style-type: none"> ● Responsible for the graphic design of: <ul style="list-style-type: none"> ● Mission Global Campaigns <ul style="list-style-type: none"> ● Design digital and print assets to be used in the promotion of a campaign ● Annual Report <ul style="list-style-type: none"> ● Collaborate with designer on the layout of annual report booklet ● Website <ul style="list-style-type: none"> ● Design any graphic content needed for the website ● Any other graphic design content as needed 	<ul style="list-style-type: none"> ● Works in an efficient and accurate manner to develop grant proposal for Mission Global ● Successfully secures grants for Mission Global and Global Workers
Videography/Photography Weight – 20%	<ul style="list-style-type: none"> ● Assist Dev/Com team in planning, capturing, and editing video content for campaigns and My Global View ● Assist Dev/Com team in capturing and editing photos ● Digital Asset Management System <ul style="list-style-type: none"> ● Assist Communications Lead in populating and implementing use of the Digital Asset Management system for organizing digital assets effectively for easy retrieval and use across the organization. ● Assist Communications Lead in the storage and preservation of digital assets in a central repository or DAM system ensuring the security, integrity and accessibility of assets. 	<ul style="list-style-type: none"> ● Works in an efficient and creative manner to create engaging visual content ● Works to maintain brand consistency throughout all communication channels ● Is aware of current design trends and how they can be implemented in the success of Mission Global content ● Organizes assets in a systematic manner
Grant Writing Weight - 10%	<ul style="list-style-type: none"> ● Responsible for grant writing for Mission Global ● Conduct thorough research for the projects ● Manage the entire grant writing process from end-to-end ● Conducting research on foundation, prospecting and qualifying any foundations for grant opportunities ● Track our engagement and activity with foundation ● Provide reporting to foundation on impact 	<ul style="list-style-type: none"> ● Works in an efficient and creative manner to create engaging visual content ● Is aware of current video/photo trends and how they can be implemented in the success of Mission Global content
General Responsibilities Weight - 10%	<ul style="list-style-type: none"> ● As a member of the Development and Communications team, participates regularly in their weekly meetings ● Contributes writing skills to team discussions ● Contribute design skills to team discussions ● Provides strategic input into projects and campaigns ● Provides reports and analytics when necessary ● Special projects ● Attend and advocate at PAOC General Conference, District Conferences and events as requested ● Travel as necessary to capture MG stories for communication purposes ● Initiate and accomplish tasks as assigned by Communication Lead and Director of Dev/Com 	<ul style="list-style-type: none"> ● As a collaborative, efficient, and caring, team member of the Development and Communications team

Start Date: September 9, 2024, or as soon as possible.

Working Conditions:

- Permanent, full-time salaried position.
- Competitive salary, based on qualifications and experience. Benefits program provided (including pension plan).
- Remote work (with occasional requirement to work from and attend meetings at 2450 Milltower Court, Mississauga, Ontario).

Qualifications, Competencies, & Experience:

- A minimum of 2-3 years' experience in copy writing and graphic design preferred.
- College or university degree is preferred.
- Proven written and oral communication skills.
- Excellent interpersonal skills and ability to communicate with a wide range of audiences.
- Demonstrated ability to balance collaborative and independent work.
- Well organized with a high attention to detail.
- Strong time and self-management skills with the ability to work under pressure when needed.
- Proficient in Microsoft Office suite, especially Microsoft Teams.
- A strong commitment to Christian faith and service. As an employer, we are a special interest organization that serves people of a specific religious community.

If you (or someone you know) would like to start a conversation about this opportunity, please submit your resume to ryan.hazzard@paoc.org by September 6th, 2024.

Open to qualified applicants. Applicants must be eligible to work in Canada.

As an employer, we are a special interest organization that serves people of a specific religious community. The PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. PAOC is a Christian organization that engages in Christian ministry, serving the Christian community. This position is an important role in carrying out PAOC's mission and it is critical that your beliefs and conduct are consistent with the beliefs and conduct standards of PAOC. Therefore, it is a requirement of this position that your beliefs and conduct adhere to PAOC's Mission Statement, Core Values, General Constitution and By-Laws, the Statement of Fundamental and Essential Truths, and any other document that may be established by PAOC regarding standards of conduct.