



Writer and Communications Associate

Organizational Background

Christian Union was formed in 2002. By God's power and with the help of other ministries, the ministry seeks a spiritually vibrant nation marked by Christian values permeating every corner of society. In the pursuit of this vision, the ministry develops and connects transformative Christian leaders.

By God's grace, Christian Union is transforming culture by discipling, mentoring and training future leaders at the most strategic universities in America, and by building networks of engaged Christian leaders in cities. The ministry's work takes place at Brown, Columbia, Cornell, Dartmouth, Harvard, Harvard Law School, Penn, Princeton, Stanford, and Yale, as well as with professionals in New York City and Washington, DC.

For more information, please see www.ChristianUnion.org.

Position Summary

The Writer and Communications Associate (WCA) is part of the Communications Team, and reports to the Vice President of Communications. The Communications Team serves stakeholders throughout the ministry and is responsible for the production and maintenance of tools that help Christian Union accomplish its mission by communicating with excellence to all internal and external audiences.

Responsibilities:

As part of the communications team, the WCA wears a wide range of hats, and must be good at juggling a variety of responsibilities. At the highest level, these responsibilities break down into two categories: writer and producer.

Writer

Helps shape communication strategy with the Vice President of Communications. Develops story ideas and writes stories, in collaboration with colleagues from all parts of the ministry, for both print and online use. Specific responsibilities include but are not limited to:

- Working with the Vice President of Communications to develop ideas — and then write content — for the Annual Report, Ministry Prospectus, brochures, and other print pieces;
- Writing regular ‘impact stories’ to inspire and encourage Christian Union’s various audiences, sharing the impact that the ministry is having in the lives of others;
- Soliciting, curating, and editing blog entries from Christian Union ministry fellows, for publication on our website and distribution via our social media channels;
- Assist in proofreading (for style and content — and occasional writing for) *Christian Union: The Magazine*;
- Helping to select articles (from Christian Union) for publication in the bi-weekly Christian Union eNewsletter, and proofreading each issue of the eNewsletter before it is sent out; and
- Maintaining and updating the Christian Union official verbal and written standards document — and ensuring that all official written communication pieces adhere to these standards.

Producer

The WCA helps shape and oversee the creation of multimedia content and print pieces for Christian Union. Specific responsibilities include but are not limited to:

- Direction of videos (brainstorming direction with the VP of Communications and providing on-going guidance for the videographers we hire);
- Helping coordinate regular video and photo shoots at different ministry locations;
- Helping the Web Producer and Communications Associate with occasional website updates and/or pieces for Christian Union social media properties;
- Helping ensure that colleagues in the ministry have access to the communications tools they need, including the ordering, production, and distribution of brochures, development tools, annual reports, stationery, and other print collateral.

Job Requirements

- Status: Full- time
- Location: United States
 - Must be willing and able to work from home
 - Must have high-speed internet access in your home
- Travel requirements: Average of 2-3 days per month to attend Christian Union training and events and professional development conferences.

Work Experience & Skills

- Qualifications
 - Love and zeal for Jesus Christ and a devotion to holiness
 - Sincere enthusiasm for the mission of Christian Union
 - 3-5 years proven experience as a writer
 - Ability to manage time well, multi-task, meet deadlines, and work with limited oversight to complete assignments
 - Experience using Google Docs; experience using Adobe Creative Suite preferred
- Education
 - Bachelor's Degree required
 - Masters degree in communications, marketing, public relations or fundraising preferred, but not required

Interested applicants should send a résumé and cover letter to Opportunities@ChristianUnion.org.