

JOB DESCRIPTION

TWR Europe

Location: Vienna, Austria or Bratislava, Slovakia

Job Title: Print and Web Content Editor
Accountable to: Communications Team Leader
Job Purpose and Scope: Edit all publications produced in the European region
Job Purpose:

To develop TWR Europe's communication amongst Partners of all kinds by maintaining TWR Europe's website with up-to-date stories, information about initiatives, and TWR-specific news items; to help the Fund Development and Communications team produce quality publications by editing for English language accuracy, as well as security concerns.

Key Result Area: Editing

Expected Outcomes:

1. Handle publication editing, including all PR materials (infoSERV magazine, brochures, weekly and monthly e-mails, stories for web, etc.) and Fund Development proposals
2. Authorize security clearance in publications
3. Serve as a quarterly prayer letter editor for English-speaking TWR missionaries in Europe

Key Result Area: Web Content editor

Expected Outcomes:

1. Select and upload content (stories, photos, and video) to TWR Europe website on a consistent basis, ensuring that the site is an accurate, up-to-date source of information.
2. Work in cooperation with web master in maintaining and updating the features of the TWR Europe site

Reports:

Monthly Report; Trip Reports

Authority:

Security Clearance issues
Final English language editing authority

Date: April 2013

CANDIDATE SPECIFICATIONS

Core Competencies:

1. Ability to show good judgment and diplomacy at all levels and in all cultures.
2. Excellent editing and writing skills in English, and computer application skills.
3. Able to work with an integrated team who join together in varying tasks when needed to achieve team deadlines.

Qualifications:

1. Bachelors degree in Journalism, English or equivalent
2. Exhibit excellent skills in written and spoken English as well as creative ability in writing and editing
3. Able to effectively liaise cross-culturally with all TWR offices and Partners in order to research and write about the people and ministries of TWR Europe and TWR International, as appropriate
4. Be willing to continue professional training as opportunity and funds enable
5. Be an active member in an Evangelical/Protestant church and understand the role of mission in community with other believers
6. Be willing to present and represent the ministry of TWR and develop a personal, spiritual and financial support base team

Physical Demands:

1. Be able to travel
2. Able to work and serve in other cultures

Mission Requirements:

1. Commitment to TWR Mission and Vision statements, Core Values and Statement of Faith
2. Understanding of and commitment to Servant Leadership.