

## **Planting Roots Writer/Editor Job description**

Writer/Editor

### **Reports To**

The Writer/Editor will report to the Publishing Director.

### **Job Overview**

The Writer/Editor is responsible for assisting in the creation of new publications. She will contribute to both print and digital publications and have the opportunity to lead larger projects. Editing will consist of editing both print and digital products alongside a team of other writers and editors.

### **Responsibilities and Duties**

#### **A. General Responsibilities**

1. Attend all Publishing Team Meetings, including submitting hours logged, resources produced, and funding needs and used.
2. As directed by the Publishing Director, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.
3. Support the vision and mission of Planting Roots
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

#### **B. Job-specific Responsibilities**

1. Create studies, devotionals, and teaching tools which are military women and wife focused, theologically sound, and unique.
2. Self edit work to best of ability prior to submission by deadline.
3. Attend staff meetings and trainings.
4. Promote PR on social media, read and share Planting Roots products.
5. Continue development of writing and editing skills.

### **Qualifications**

- Time Commitment: 10-20 hours per month, averaging approximately twenty hours monthly, minimum two-year commitment preferred.
- Financial Commitment: Attend conferences and Staff Retreats as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of two years' experience in writing and editing, preferably in the context of ministry. Familiarity with online social media and website platforms a plus. Experience in organizing data and using google drive and track changes. Willing to work with a variety of personalities and maintain contact with staff in remote locations.