



The mission of American Baptist International Ministries is to glorify God in all the earth by crossing cultural boundaries to make followers of Jesus Christ.

INTERNATIONAL MINISTRIES

International Ministries (IM) Job Posting Announcement

Editorial Assistant

Join a vibrant ministry that is helping people all around the world *come* to Christ, *grow* in Christ, and *change* their world for Christ!

Role and Responsibility: The Editorial Assistant will primarily assist in coordinating IM website content and print publication content (text and graphics). The Editorial Assistant will be responsible for coordinating writers and designers, editing and proofreading, photo and editorial research, maintaining high quality standards and meeting production deadlines. In addition, the Editorial Assistant will upload and manage content on the website. He or she will monitor the IM webpage and when it is not functioning properly he or she will work with appropriate IM staff to rectify the problems. Some writing or re-writing for print and online content, assisting with social media and e-marketing content are required.

Education, Experience and Competencies: 4-year college degree/Journalism or English; 1-year related professional experience or internship; Demonstrated journalistic writing aptitude; Excellent grammar and punctuation; Ability to manage and meet deadlines with high-quality product; Excellent verbal communications skills; Ability to work in a team and be flexible; Very well organized and detail oriented; Proficiency with social networks required; Proficiency with Microsoft Office products required; Proficiency with Constant Contact desired; Proficiency with PowerPoint desired; Active in a local ABC church preferred.

Compensation: Competitive compensation package, including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental and vision) and paid time off (vacation, sick leave, and holidays).

International Ministries was organized in 1814 as the first Baptist international mission agency in America. It began its pioneer mission work in Burma and today works in Asia, Africa, Europe, the Middle East and the Americas serving more than 1,800 long-term and short-term missionaries. Its central mission is to help people come to faith in Jesus, grow in their relationship with God, and change their worlds through the power of the Spirit. It works with respected partners in over 70 countries in ministries that meet human need.

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: jobs@abc-usa.org. **Inquiries must be received by October 11, 2013.**

Come. Grow. Change

www.internationalministries.org