**Creative Writer/Communications Coordinator**

**e3 Partners Ministry**

**Position Responsibilities:**

* Reports to the VP of Marketing and Communications.
* Creates and writes content targeted to identified personas outside of the organization to be used in a variety of applications including emails, collateral materials, blogs, web applications, and social media.
* Develops and creates communications in support of internal staff applications including emails, newsletters, reports, and other communications as assigned.
* Coordinates written materials from outside sources such as contractors, interns, and other content providers.
* Coordinates the content development for other materials requested by internal staff as assigned.
* Works closely with other members of the marketing team to coordinate and complete assignments, including creative and project management.

**Position Requirements:**

* Bachelor’s degree in marketing, communications, or journalism (preferred).
* At least four (4) years of experience as a creative writer; able to tell stories in the written word in order to support and promote the ministry. (Prior ministry experience is a plus.)
* Natural story teller with strong writing, proofreading, and editing skills.
* Able to coordinate writing requirements/assignments from multiple sources including contractors, interns, and other outsourced writing resources.
* Efficient in the use of Microsoft Suite products.
* Experience in using Hubspot as a marketing communications platform.
* Familiar with Asana or similar project management platforms.
* Ability to manage several writing projects simultaneously.
* Able to produce and coordinate written communications in order to meet project deadlines and requirements.