

Position Title: Senior Writer

Job Purpose

Exodus World Service seeks a talented writer and editor to drive engagement in our mission of mobilizing the Christian community to welcome and befriend refugees. The ideal candidate will conceive and produce impactful content using a variety of mediums, including e-mail, web, social, video, and print.

If you are experienced in nonprofit communications, excel at creating motivating content across platforms, and motivated by a mission that helps refugees as they rebuild their lives, this position may be for you!

Duties and Responsibilities

1. Conceive of and write impactful content across mediums, including web, e-mail, social, video scripts, and print. Ensure integration of messaging across platforms.
2. Assist with the formulation and execution of campaigns that build awareness of the plight of refugees and that drive stakeholder engagement.
3. Manage communications calendar, ensuring quality content is produced that meets deadlines.
4. Write, edit, and proofread materials to support the mobilization, program, and fund development teams.
5. Generate new content ideas by interviewing volunteers and refugees, collaborating with staff, and monitoring refugee-related news and world events.
6. Keep up with industry trends and organizational key performance indicators to ensure effective marketing communications. Generate new and innovative ideas that drive audience engagement and growth.
7. Assist staff in upholding brand and editorial standards. Maintain consistent look, style, and feel for communications across the organization. Ensure alignment with brand story and brand standards.
8. Other duties as assigned.

Knowledge, Skills, and Abilities

1. Commitment to Exodus World Service's Christian mission and values.
2. Three to five years' experience in marketing communications, copy writing, or other content production.
3. Experience with a variety of communications channels, including e-mail, web, social, video, print, and direct mail.
4. Ability to write compelling content on deadline and to edit others' content.

5. Strong copyediting and proofreading skills; familiarity with AP Style a plus.
6. Strong project management skills, including experience managing multiple workflows with numerous details in a fast-paced environment.
7. Strong interpersonal skills, including a positive attitude and a customer service approach toward working with team members.
8. Ability to work well independently and as part of a highly collaborative team.
9. High level of organization, attention to detail, and time management skills.
10. Experience relating to diverse groups of people. Knowledge of refugee and cross-cultural concerns a plus.
11. Proficient in Microsoft Office Suite. Experience with Adobe Creative Suite a plus.

Education and Experience

Bachelor's degree in communications, journalism, English, or related field. Must have portfolio to demonstrate capabilities.

Job Classification

Full-time exempt. Work generally conducted Monday – Friday, 9:00 a.m. – 5:00 p.m. Occasional evening and weekend availability required.

Benefits

Eligible for paid time off, health insurance, and retirement benefits.

Location

Exodus World Service office in Park Ridge, IL, with ability to work remote work on occasion as appropriate.

About Exodus World Service

Founded in 1988, Exodus World Service's mission is to mobilize the Christian community to welcome and befriend refugees. We do this by educating churches about the plight of refugees, connecting volunteers with refugees through practical service projects and empowering others to champion refugee ministry.

How to Apply

Please submit cover letter and resume to hr@exodusworldservice.org.