



## ABOUT THE EMPLOYER

**TEAM - The Evangelical Alliance Mission** is a global mission agency that partners with the local church to send missionaries and establish reproducing churches among the nations, going where the most people have the most need and proclaiming the Gospel in both word and action. We envision the church transforming our world.

Founded more than 125 years ago, we partner with churches to send missionaries to work in evangelism, church planting, community development, healthcare, education, social justice, business as mission and many other areas of global missions. To accomplish these objectives, we subject our lives to the truth of Scripture, and we rely on God through prayer. God provides what is necessary to carry out world evangelization. While only God can save, we speak His words, use His gifts and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel shares the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[- ]1(a)), TEAM has the right to and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

## ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a Bible-believing church and **wants to make a difference through involvement in world missions**. This individual must personally embrace the [purpose, vision, values](#), and [beliefs](#) of TEAM. They must be humble enough to embrace tasks both glorious and fun as well as those that are mundane and not glorious.

## TEAM STAFF COMPETENCIES

### Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among workgroups

### Communication

- Listens actively and asks for clarification as needed
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum, and manner appropriate for the setting and culture

### Adaptability

- Flexible with differing work styles and cultures
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

### Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context

### Decision-making

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

### Task Management

- Demonstrates mastery of fundamentals required
- Takes Initiative that leads to effective results
- Plans and prioritizes workload for timely completion

### Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement



## JOB DESCRIPTION

<b>Job Title:</b>	Copywriter and Editor	<b>Revised Date:</b>	May 2019
<b>Reports to:</b>	Marketing Manager and Editor	<b>Department:</b>	Marketing
<b>Work Location:</b>	Maryville, TN TEAM Office	<b>Job Classification:</b>	Full-Time

### JOB QUALIFICATIONS:

- Spiritually mature with a growing relationship with Jesus Christ
- Previous experience in copywriting, stylistic editing and proofing
- Excellent written and verbal communication skills, with an eye for detail and thorough knowledge of AP Style and grammar
- Experience interviewing subjects, researching topics and bringing together both for well-rounded, accurate content
- Ability to create messaging for various types of marketing channels, such as emails, newsletters, online articles, fundraising campaigns, etc.
- Strong understanding of the importance of branding and of developing a voice for the organization
- Understanding of content management systems, such as WordPress
- Able to easily maintain confidentiality and prudence in communication
- A self-starter with a record of successful planning, execution, and follow-through to accomplish agreed upon objectives
- Ability to work in teams across all levels of the organization
- Willingness to accept coaching from others and promote new ways of doing things
- Bachelor's degree in writing, marketing, journalism or a related field preferred

### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work at a desk in an office or home office setting; sit at an office desk or in a meeting room for extended periods of time
- Work for extended periods of time at a computer, requiring the ability to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.)
- Use a keyboard and mouse to enter, retrieve or transfer words or data information and/or move from screen to screen on the computer to view information
- Tolerate dust and fumes from general cleaning and maintenance procedures
- Strong written and verbal communication and interpersonal skills; comprehend and speak English
- Display the reading skills necessary to proofread written material
- Perform basic mathematical calculations
- Travel as needed within the U.S.; occasional international travel may be needed

**JOB OVERVIEW:**

The *Copywriter and Editor* will write and edit content to share stories from the mission field, guide prospective missionaries in their journeys, persuade donors to give and otherwise enrich the global missions community. This role will write regular emails to TEAM's audience, as well as creating content for the TEAM blog, *Connect* newsletter, fundraising campaigns and other marketing projects, as assigned. The *Copywriter and Editor* is encouraged to explore their creativity and tests new communication strategies while maintaining TEAM's voice and mission focus. Applicants must have a strong command of the English language, with a growing knowledge of AP Style. This is a full-time position located in Maryville, Tennessee.

**KEY RESPONSIBILITIES:**<sup>1</sup>

- Develop, write and edit content for print and online channels, including emails, articles, landing page copy, print newsletters, etc.
- Give editorial guidance to contributing writers, including TEAM staff and missionaries
- Conform to TEAM style guide and editorial standards when writing and editing
- Develop creative ideas, proactively solve challenges, and contribute to the overall effectiveness of the department
- Enter and manage content on the TEAM website as requested
- Actively participate in meetings, including, but not limited to, brainstorming sessions, conference calls, execution of campaigns and prayer meetings
- Take initiative on time-sensitive projects and manage weekly, monthly and quarterly goals

**INCLUDE WITH APPLICATION:**

Please include a portfolio of relevant work along with your application and resume.

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<sup>1</sup> Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

**TEAM - The Evangelical Alliance Mission** | 400 S. Main Place, Carol Stream, IL 60188-2407

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