

JOB DESCRIPTION

Editor

(Created 8/19/15)

Mission

KidZ at Heart International exists to equip people to reach & teach kids for Christ within their own culture.

Purpose

The Editor is responsible for completing specific assignments to write, edit, and/or proofread the content and format of various training workshops, materials, and other communications offered by KidZ at Heart.

Relationships

The Editor reports to the Director of Training Content & Certification and coordinates with other KidZ at Heart directors for specific projects.

Responsibilities

1. **Spiritual transformation:** Regularly engage in personal spiritual practices, including praying for the staff and volunteers involved with KidZ at Heart, and actively engage in corporate spiritual discernment work with the KidZ at Heart leadership team in an ongoing effort to be a corporate spiritual community dedicated to understanding and pursuing God's will in our lives and ministry.
2. **Personal support:** Assemble and maintain a personal team of supporters who will pray for and financially support the Editor and his/her ministry.
3. **Communication:** Regularly communicate with Director of Training Content & Certification regarding progress and/or complications with any assignment.
4. **Development of materials:** Collaborate with Director of Training Content & Certification and other staff to write and revise training materials. When available to do so, serve in same capacity with other KidZ at Heart departments.
5. **Editing of materials and communications:** Bring best practices and KidZ at Heart philosophy and style sheets into writing, editing, proofreading and formatting specific training workshops, handouts, outgoing communications, and other works of written material produced by KidZ at Heart as requested to do so by Director of Training Content & Certification. Many of these assignments may be cooperative projects with other departments.

Qualifications

The qualifications of the Editor include:

- Ongoing personal spiritual growth;
- Significant experience training children's teachers and working directly with children;
- Competency in use of MS Word;
- Excellent written communication skills and command of English grammar.

Classification

The Editor may be either part-time or fulltime and volunteer or paid through raising of support. This is a staff-level position that is not exempt from overtime.

Time Commitment

In addition to expectations outlined above, Editor will need to attend the following meetings:

- Monthly KidZ staff meetings;
- Monthly department meetings;
- Meetings with Director of Training Content & Certification as needed;
- Annual “fly-in” staff retreat.

I have received, read, and understand all that is written above in my Job Description.

Staff Member’s Signature

Printed Name

Date Signed