

Job Posting: CBWC Senior Writer/Editor

Reporting to the Director of Communications & Development and working closely with the Communications Team, the priority of this position is to write, design, produce and assist in distributing the CBWC monthly newsletter, *Making Connections*. This may include travel to churches or CBWC events as stories arise that deserve more in-depth storytelling.

This is a part-time contract position with an expected workload of no more than 20 hours/month, which may be averaged over the year to account for seasonal rhythms.

The successful candidate must be familiar with and respectful of the ethos of the organization, including the CBWC's Identity Statement, as a framework for storytelling.

Specific Duties and Responsibilities

- General research, editing and writing of the CBWC's monthly newsletter
- Assistance in gathering and writing content for the Annual Report magazine
- Oversee proofreading activities
- Participate in Communications & Development Team activities and monthly meetings
- Participate in the Justice and Mercy Network committee
- Photography, filming and editing as required
- Other tasks as the Director of Communications & Development assigns

Qualifications

- Strong journalistic skills, curiosity and people skills
- Able to work well individually and in a small team within defined deadlines
- Proficiency in Office365 and Mailchimp an asset

Interested candidates should submit a resume and portfolio to the attention of Louanne Haugan at lhaugan@cbwc.ca by July 1st, 2024.