



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** October 4, 2018

**Closing Date:** Until Filled

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**Position Title:** News Writer

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**Department/Division:** Communications

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**Job Type:** Regular Full-Time, Exempt

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**Location:** 7557 Rambler Road, Suite 1200, Dallas, TX 75231

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**BASIC FUNCTION:** Assist in managing the convention's strategy in telling the stories of what Texas Baptists are doing around the state and world. Direct ministry teams in telling their stories effectively through various avenues and producing content for those ministries. Provide direction to the story telling, newsgathering and dissemination of convention news, using both print and electronic media.

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**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

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- \*1. Serve as storyteller and news writer for Texas Baptists ministries.
- \*2. Assist in the convention's storytelling efforts, develop and oversee a strategy for Texas Baptists, working with the Communications Team and staff from other ministry teams.
- \*3. Work with Texas Baptists ministry teams and leadership on using news and storytelling avenues:
  - a. Teach staff how to effectively use communications as promotional tool
  - b. Effectively disseminate information connected to Texas Baptists priorities
- \*4. Gather, write, edit, and distribute news and feature stories that reflect the work and priorities of Texas Baptists and affiliated churches and ministries.
  - a. Give oversight and direction to online and emerging media to engage with Texas Baptists constituents.
  - b. Disseminate news and feature stories to a variety of media outlets, including Texas Baptists website, Texas Baptists Life magazine, and additional Baptist media and secular avenues that may be interested in a particular story.
  - c. Work with the Convention's staff in generating ideas for news stories in the secular and national Christian media.
  - d. Build and sustain relationships with Texas Baptists staff members through which story ideas are obtained.
  - e. Edit copy before it is sent to any media sources.
  - f. Collaborate to plan an editorial calendar for the year, making sure to communicate the message of the Convention.

**News Writer**

- \*5. Assist with planning and writing of *Texas Baptists Life* magazine, a quarterly publication. Tasks include planning theme, stories, photos and working with design group and deadlines.
- \*6. Recommend communication tactics to ministries and Communications Director for continuous improvement of communicating the Texas Baptists message.
- \*7. Tell stories through video by researching, planning, and conducting interviews for video story production.
- \*8. Acquire and distribute photos that support Texas Baptists' public relations effort, including both the taking of photos and the acquisition of photos via freelance photographers.
- \*9. Assist Texas Baptists churches in media relations during crisis situations.
- \*10. Maintain compliance with BGCT policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- \*11. Attend meetings, training and continuing education courses to stay current with new trends in new media and technology as required.
- \*12. Accurately process mail and all daily correspondence.
- \*13. Promptly answer phones, take messages and respond to requests for information accurately.
- \*14. Perform other duties as required.

\*Task which is considered to be an essential and primary function of the job.

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**Required skills and experience:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through a journalism or communications degree and applicable work experience. Requires bachelor's degree in related field or equivalent minimum of four years proven experience in related role.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Growing knowledge of best practices and trends of communications and new media.
5. Ability to properly counsel BGCT employees on best new media practices to employ for achieving desired results.
6. Ability to make accurate, informed decisions on the direction of new media communications.
7. Broad knowledge of communication channels including print, Internet, television/video and radio.
8. Excellent interpersonal skills.
9. Proficient ability to speak, read and write English.
10. Ability to speak clearly and make self-understood in face-to-face interactions; to articulate with accuracy on the telephone.
11. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
12. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continual basis.
13. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
14. Ability to establish and maintain effective working relationships with staff, churches, committees, organizations, etc.
15. Professionalism in the workplace to include professional and accurate communication with others.

16. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email, Photoshop and basic internet software.
17. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
18. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.

**CONTACT:**           **Human Resources**  
                          **Phone 214-828-5168**  
                          **Fax 214-887-5455**  
                          **Email [hr@texasbaptists.org](mailto:hr@texasbaptists.org)**

**Texas Baptists is an Equal Opportunity Employer.**