

## Job Description

### MARKETING WRITER

**REPORTS TO:** Director of Marketing  
**BASED AT:** Barnabas Foundation, Crete, IL  
**SCHEDULE:** Full-time  
**PURPOSE:** The Marketing Writer supports the success of Barnabas Foundation's marketing efforts by writing, proofreading and editing copy for various materials.

### KEY RESPONSIBILITIES

- Complete and edit a variety of writing projects (informational sheets, website copy, newsletters, brochures, etc.) within the specified deadline and content requirements.
- Write, build, proofread and test marketing emails using MailChimp.
- Proofread and/or edit content produced by other Barnabas Foundation staff.
- Maintain an editorial calendar for Barnabas Foundation's social media, preparing and posting content to the various channels.
- Develop and maintain a schedule for reviewing and editing website copy on a regular basis.
- Conduct any research and/or interviews necessary to complete a writing project.
- Support the overall growth and success of Barnabas Foundation's marketing and communication efforts as a collaborative member of the marketing team.
- Special projects, general marketing team support and/or other duties, as assigned.

### QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity
2. Experienced writer and proofreader with demonstrated excellence in producing technical, creative and persuasive copy.
3. Comfortable giving and receiving direct, constructive feedback on all writing projects.
4. Extraordinary organizational skills and attention to detail, with demonstrated ability to meet deadlines while juggling multiple projects and tasks.
5. Thorough understanding of the Associated Press (AP) Stylebook.
6. Professional and personal experience writing for social media.
7. Two-plus years of professional writing experience on a marketing team and/or in a creative, deadline-driven setting.
8. Bachelor's degree in English, communication, business, marketing or related field preferred.
9. Comfortable learning and using new technology and online platforms.
10. Proficient in Microsoft Word. Basic knowledge of Microsoft PowerPoint, Outlook and Excel. Experience with MailChimp and WordPress helpful, but not required.