

## ENGLISH WRITER/EDITOR



### 1. Job description

The Writer/editor is a key member of the Communications Department. All applicants must be proficient in creatively writing and editing news stories for dissemination in multiple formats, utilising various media platforms. The successful candidate must have an excellent standard of English, and skills in journalism and communication.

### 2. Accountability

The Writer/ Editor is appointed by and accountable to the Communications Director

### 3. Key responsibilities

- Write both creative news stories and informational articles about the organization
- Adopt an investigative approach to researching stories from the channels and a creative approach to communicating them to supporters
- Write and be responsible for multiple mediums, such as magazines, press releases, web, social media, E-letters, brochures, and campaign literature
- Edit and proofread the work of other team members
- Prepare material for the graphic designer and printer

### 4. Personal and professional qualifications

- University education in Journalism or Communication
- At least two years of professional experience as a writer and editor
- Fluency in oral English and excellence in written English and grammar
- Ability to news stories and communicate them worldwide
- Ability to interact, and to communicate and present ideas
- Creative flair, versatility, conceptual/visual ability and originality
- Strong commitment to responding to and following up communications requests
- Relational approach to the SAT-7 channels and other departments
- Excellent multi-tasking skills and ability to work under pressure and with many deadlines
- Professionalism regarding time, costs and deadlines
- Sympathy with and enthusiasm for the purpose and goals of SAT-7
- Commitment to Christ and a truly interdenominational attitude

### 5. Location

Nicosia, Cyprus

Please send your CV to [hr@sat7.org](mailto:hr@sat7.org)