

# BLOG & NEWSLETTER EDITOR



## ABOUT THE ROLE

This role issues prompts to Linguæ Christi staff and volunteer for articles, reflections, and media and then assembles submissions for posts to Linguæ Christi's blog and newsletter. This is one of the primary ways that news and information is disseminated to the mission's supporters and network. Posts are made in a quarterly rhythm with a corresponding newsletter.

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## ESSENTIAL TASKS

- Identify the major communication goals of Linguæ Christi on a quarterly basis
- Prepare brief and prompt Linguæ Christi staff and volunteers to share media and reflections from their work
- Edit, assemble, and post these pieces to Linguæ Christi's blog
- Compile a newsletter from these blogposts and relevant website or social media posts with timely information from the mission

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## IMPORTANT TASKS

- Identify current standard practices for blogs and newsletters with special attention paid to length, style, and media
- Provide Linguæ Christi staff with recommendations for blogpost submissions and newsletter format

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## HOURS PER MONTH

- 4-8 hours per month

## ABOUT THE BLOG & NEWSLETTER EDITOR

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## EDUCATION AND TRAINING

- Education or experience in communications or marketing is helpful.

- Business or professional experience in writing or editing is ideal.
- Some experience or familiarity with standard design principles is helpful.
- Knowledge and experience of publishing a blog with Wordpress is helpful.

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## SKILLS AND GIFTS

- Comfortable working in front of a computer
- Ability to operate in a professional manner when communicating online
- Ability to provide information in plain English
- Willingness to learn new systems and practices
- Can work independently

## INDUCTION AND SUPPORT

Aside from a general introduction to Linguae Christi's mission and team, this role will require four hours of induction on the following topics:

- Learn about Linguae Christi's blog and newsletter, including yearly rhythms and patterns (1)
- Wordpress blog publishing tutorial (2)
- Applying tutorial knowledge to Linguae Christi's blog (1)

This role will be supported by the General Director and Webmaster and will collaborate with personnel and volunteers involved in the prayer calendar, social media, and Linguae Christi's website. Please contact [info@linguaechristi.org](mailto:info@linguaechristi.org) for more information.