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Publishing Specialist Job Description

Corporation

The Fellowship of Evangelical Bible Churches is a nonprofit 501(c)3 organization. The Fellowship serves member churches by carrying out programs related to church planting, church nurture, education, missions and women's ministries.

Position

This position exists to assist the Administrator by facilitating communication venues within the Fellowship including periodicals, brochures, and web based media.

Qualifications

A successful Publishing Specialist has proficiency in in graphics, layout, and web design skills as well as writing and editing skills.

Spiritual Qualifications

The Publishing Specialist must show evidence of a sincere, faithful walk with God which translates into exemplary moral character.

Educational Qualifications

The Publishing Specialist must have college level training in writing and publishing. Expertise is required in Adobe applications (InDesign®, Acrobat®, etc.), MS Office®, Access® and PowerPoint®.

Practical Qualifications

Two years of experience in graphics design and layout are required. Organizational skills, and time management skills are essential. Writing and proofreading skills (following *AP Style Manual*) are desired.

Expectations

The Publishing Specialist will assist the Administrator in preparing print and web publication. Specific tasks will include layout of magazine, design of brochures and flyers, publication of reports, and design and maintenance of web site.

Because of the few members of the staff and the large variety of tasks, the Publishing Specialist may be called upon to answer phones, do data entry and filing and perform other general tasks.

Accountability

The Publishing Specialist will be directly responsible to the Administrator.

Hours

This is a part-time position with anticipated time of 11 hours per week on the average. A higher number of hours will be required in preparing materials for the annual convention (June) and in producing the Annual Report (October).

Benefits

Paid vacation will accrue at the rate of .02 hours per hour worked. This will equate to approximately two-weeks of part-time hours per year.