



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 10/23/2023

Closing Date: Until Filled

Position Title: News Writer

Department/Division: Communications Team

Job Type: Full Time, Exempt

Location: 7557 Rambler Rd., Ste 1200, Dallas, Texas 75231

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.

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.*

- *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.
- *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.

News Writer

- *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 photographs 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 function of the job

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. Requires in-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in related field and 3+ years proven development experience.
2. Requires 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. Requires proficient working knowledge of donor development, fundraising and public relations laws and regulations governing organization and employees.
5. Requires general knowledge of a total local church program and the Texas and SBC programs of mission support.
6. Requires knowledge of current laws and tax regulations relative to current and planned gifts, estate planning, retirement planning, and financial planning principles.
7. Requires practical knowledge of planned giving software, fund raising software, and personal computer applications.
8. Ability to develop program budget required.
9. Requires ability to plan and conduct conferences with emphasis on charitable planned giving and estate planning.
10. Requires travel to various geographic locations regularly, including travel by car, with some overnight and weekend stays required.
11. Requires proficient donor management skills.
12. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
13. Requires proficient ability to speak, read and write English.
14. Requires ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
15. Required work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.

16. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
17. Requires ability to establish and maintain effective working relationships with staff, churches, Baptist constituents, and a variety of individuals, groups, and publics.
18. Requires ability to work under pressure and remain flexible as priorities change; ability to effectively communicate orally and in writing and speak in front of groups.
19. Requires ability to work under minimal supervision; exercise excellent professional judgment and maintain confidentiality.
20. Requires ability to provide effective leadership through excellent interpersonal skills.
21. Requires professionalism in the workplace to include professional and accurate communication with others.
22. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Excel, PowerPoint, Project, Outlook email, and internet skills.
23. 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**
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Texas Baptists is an Equal Opportunity Employer.