

COPY EDITOR

GENERAL DESCRIPTION

The Copy Editor is a responsible, organized, detail-oriented, task-focused, accurate, Christ-centered individual with a positive attitude who has the capacity to proofread and copyedit written communications with precision and to write with clarity, supporting the Communications Team with Rock Point's written content.

Classification: Non-Exempt; Hourly // **Status:** Part Time (up to 12 hours weekly) //

Team: Communications // **Supervisor:** Denise Sutherland, Communications Coordinator

WORK SCHEDULE

- Varied, Monday through Friday. Some flexibility is required as needs are varied according to copyediting workload and deadlines.
- Work is on site with the potential for some hours remotely.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Proofread and copy edit all public-facing written communication produced by Rock Point Church, including but not limited to, all print and digital pieces representative of Rock Point Church; for example, curriculum, video production, service/TV slides, promotional content, stories, social content, web content, event descriptions, mail merges, forms, etc.
- Ensure all public-facing written communication adheres to Rock Point's Style Guide to inform and engage target audiences, including grammar, punctuation, style, voice, tone, and readability standards.
- Successfully manages time and prioritizes workload to meet or exceed expectations and deadlines while maintaining organized flexibility when working on multiple projects at the same time.
- Collaborate with the Communications Team to produce fresh and creative content while keeping the target audience in mind.
- Gain, train, and retain a team of volunteer proofreaders and copy editors to support the workload.
- Participate in all team activities within the Communications Team and the Creative Arts Team as a whole.
- Attend All-Staff meetings, Staff Hangs, and other requisite staff functions.
- Contributes to a working environment of mutual Christian encouragement by upholding biblical standards in all working practices and relationships.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

- **Teamwork** - Balances team and individual responsibilities; exhibits objectively and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.

REQUIRED CRITICAL SKILLS, TRAINING, AND EDUCATION

- Successfully pass with 95% or better on the Communications Grammar Test without use of any aids.
- Proficient in Microsoft Office 365, especially Microsoft Word.
- Proficient in Adobe Acrobat Pro, especially PDF Editor.
- Proven work experience in proofreading and copy editing.
- Excellent written communication skills in the English language.
- Mastery of finding spelling, grammar, punctuation, style, and voice errors and the ability to make constructive suggestions.
- Experience with digital project management systems.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Proven work experience proofreading and copy editing for a church or religious nonprofit.
- Basic knowledge of legal issues involved in publishing, such as liable and plagiarism.
- Proficient in Monday.com.
- Certificate or courses in Copyediting and Proofreading.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 25 pounds).
- Ability to sit in front of computer screen for significant amounts of time.

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case-by-case basis with Lead Team approval);
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.