



Position Title: Copywriter
Status: Full-time
Position Reports To: Director of Client Services
Posting date: February 21, 2019

Job Description

Specific responsibilities:

- Reads and interprets the specs and “copy theme” (assignment description) and writes the appropriate first draft of the assignment
- Assignments can include direct mail packages, fundraising emails, blogs, telemarketing scripts, video and audio spots and programs, brochures, booklets, pamphlets, ads, posters, etc.
- Write packages in a style consistent with the client’s personality and tone but also consistent with the agency’s relationship with the client and the principles of sound marketing
- Effectively utilizes a computer and a word processing program in the creation of the assignments
- Works with other writers on assignments and creative collaborations
- Actively participates in creative brainstorm sessions and staff meetings, interacts with agency reps and clients as directed, and complies with all the regular functions of employment in the agency, including the filing of requested paperwork and data entry

Qualifications:

- 2 years professional writing experience
- Writing skills
- Existing Portfolio
- Experience writing stories/testimonies
- Direct Response Writing Experience preferred
- Familiarity with MS Word, Outlook, Internet Explorer, and FileMaker Pro
- College degree (preferred) or direct equivalent work experience required

Our Purpose Statement:

We strive to glorify and serve God by engaging people’s hearts and minds — to extend His Kingdom by advancing a ministry’s unique God-given vision.

Our Core Values:

- We seek to glorify God together and recognize Him as the Source of all provision.
- We strive to work and act with integrity.
- We strive to carefully steward our God-given abilities in order to serve and empower our clients and each other.
- We work hard and strive to exceed the needs and expectations of our clients.
- We strive to work as a team and treat each other as we would like to be treated.
- We seek to encourage ministries to document authentic results — not only the financial, but also the practical and spiritual.

Send resume and cover letter to BBShr@servantheart.com

