

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: News Writer/News Producer

DEPARTMENT: Communications (NAD-COM)

SUPERVISOR: Director/Associate Director

REMUNERATION GRADE/RATE: Regular Full-Time (Exempt)

LOCATION: NAD Headquarters (Columbia, MD)

POSITION SUMMARY: Serve as the News Writer/News Producer to the Communication Directors, with a broad range of editorial, and broadcast responsibilities. Work with supervisors to manager all editorial content for external and internal media outlets throughout the North American Division. This includes working with Union, Conference and Institutional entities in the acquisition of editorial content for distribution to the division membership via traditional church media outlets and social media. Share responsibility for all of the written content that is placed on the divisions Facebook, Twitter, Instagram and other web-based outlets. Serve as a producer of NAD news programming for broadcast, internet and social media distribution.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the department Director. Responsible for assisting in the directing of the administrative activities of the Communication department in accordance with North American Division policy and objectives. Responsible to the corporate church body through department director for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church.

ESSENTIAL JOB FUNCTIONS:

News Writer (Editorial)

- Writes and sends news releases, pitch letters, fact sheets, and other materials as needed by public media.
- Writes editorial content for NAD NewsPoints electronic newsletter in conjunction with Associate Directors.
- Works with Associate Directors to develop editorial content for Adventist Journey magazine.
- Works with Adventist Journey - Associate Director to develop appropriate monthly news releases and information for the publication in the Adventist Review and Adventist World.
- Works with union and local conference communication directors as directed to source stories that can be utilized in telling the "story" of the North American Division to include current events, social justice, and special interest highlights.
- Assists with writing/editing editorial content on the websites of the North American Division.
- Takes or arranges the taking of photographs as necessary.
- Edits print stories as needed for publication.

News Producer (Broadcast)

- Serves as a producer of NAD news programming for broadcast, internet and social media distribution
- Writes stories/scripts for use by the NAD TV Studio in supporting the media needs of the division.
- Works with NAD Studio Manager to produce a weekly news program for the NAD.
- Serves as field producer/reporter on assignments to cover news/documentary stories in the division.
- Edits video stories as needed for broadcast.
- Coordinates collection of video stories from union, conference and church institutions to support news broadcast.

Misc. Communication Functions

- Helps with production of the Society of Adventist Communicators Convention and the SONscreen Film Festival.

- Provides communication training at union and conference functions coordinated by NAD Communication
- Other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in public relations, journalism, media relations or equivalent in a communications related field required. Minimum of four years successful work experience in writing and editing required.

KNOWLEDGE AND SKILL: Specialized knowledge of print publication and news television principles and standards. Ability to organize, motivate and lead. Knowledge of principles, policies and beliefs of the General Conference of the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills including proficiency in verbal and written.

Ability to perform administrative functions; develop long- and short-term plans and programs to effectively evaluate work accomplishments; establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form. Must be familiar with current news production standards and techniques. Ability to produce/edit video content required.

If interested in the above position submit cover letter and resume to jobs@nadadventist.org immediately.

Posted:

Thursday, September 30 @ 6:00 p.m.