



womensministry.net

A Jennifer Rothschild Ministry

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## Managing Content Producer

**Reports to:** Executive Editor

**Hours per Week:** 20-30

**Pay:** Commensurate with experience and skill

**Description:** Produces content for all publications via contributing writers and audio, video and download content and oversees the production and publication process to ensure quality and timeliness.

**Skills Needed:** editorial skill, visionary thinking, relationship building, standard of high quality output, technical proficiency

### Communication Flow:

- Executive Editor: editorial content for all publications
- Marketing Specialist: advertising and design deadlines
- Operations Specialist: WM Tip of the Week production

### Responsibilities:

- Generate practical, high quality ministry-focused content via a volunteer network of contributing writer's among women in ministry leadership
- Track ministry trends and identify how to translate such information into fresh content
- Produce, edit and publish *WM Tip of the Week* newsletter, *WM Matters* monthly printable newsletter and *WM Blog* with content that supports the **womensministry.net** vision
- Develop content for audio, video and download libraries
- Provide editorial oversight for all **womensministry.net** publications
- Develop benefits plan for acquiring and acknowledging basic and senior level contributing writers
- Analyze, review and help conceptualize content with Executive Editor
- Prepare and maintain ongoing editorial calendar which details upcoming content production and planning and scheduling
- Communicate editorial scheduling, production needs and weekly content updates for the website to Marketing and Operations Specialists
- Develop production timeline and process to ensure that deadlines are met with consistency and excellence
- Develop, distribute and ensure compliance to an editorial style guide for all publications
- Provide direction to authors in terms of writing and organizational content
- Provide editorial support for **womensministry.net** copywriting needs