

Job Posting



Position	Department	Reports to
Marketing and Public Relations Writer	Marketing	Director of Marketing

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

This person will be responsible for writing and editing materials including press releases, website content, emails, and appeals while maintaining consistency of voice across all channels at Grace Schools.

General Responsibilities:

1. Maintain the style guide ensuring consistency of voice across all online and printed materials
2. Write, pitch, and distribute press releases to media
3. Write other public relations pieces such as web stories, blog posts, and letters
4. Build media relations throughout Indiana and neighboring media markets
5. Track relevant news,
6. creating weekly newsletters in Meltwater platform
7. Write copy for Grace College website
8. Collaborate on social media planning and help with editing posts
9. Write and edit letters, fundraising appeals, and other materials for the Advancement Office
10. Create prospecting emails and other outreach for the Admissions Office
11. Fulfill other duties as assigned by the Director of Marketing and Vice President for Advancement and Marketing

Qualifications:

Minimum:

1. Four-year college degree in public relations, journalism, or a related field
2. Prior experience in public relations and/or marketing
3. Excellent writing ability and knowledge of AP Style
4. Working knowledge of Microsoft Office and social media
5. Excellent interpersonal and communication skills
6. Ability to multi-task and maintain high level of accuracy
7. Desire to assist others and add value to the school
8. Evidence of a strong Christian faith and commitment to Christ

Preferred:

1. Two or more years of experience in related position
2. Working knowledge of WordPress
3. Experience in fundraising/advancement
4. Experience in college admissions

Status: Full Time; Non-Exempt

Posted: 3-28-19

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.