



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Copywriter, Content Creator	Marketing	Chief Marketing Officer	.48	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Grace College, along with Grace Solutions, is seeking an experienced writer to manage content. This position is responsible for producing strategic, high-quality written content across digital platforms, including blogs, website pages, social media, sponsored content, and email campaigns, while ensuring accuracy, clarity, and alignment with brand voice.

Essential Responsibilities:

- **Content Strategy & SEO:** Develop and execute blog content strategy (with a focus on traditional student audiences), including topic planning, keyword research, and content calendar management. Optimize content for SEO and AI-driven search platforms by anticipating audience questions and providing expert-driven answers.
- **FAQs and Website Content:** Stay knowledgeable about SEO and AI search, anticipate our customers' needs and questions, provide in-depth answers in FAQs, and thoroughly review content to ensure accuracy and quality before posting.
- **Social Media Editing:** Ensure spelling, grammar, and punctuation are correct for both organic social media content and paid social advertising.
- **Writing for Sponsored Content:** Write emails, guest blogs, and web content for ads.
- **Manage Student Writing Interns:** Oversee and mentor student writing interns by assigning content projects, providing clear and constructive editorial feedback, and managing workloads in a way that promotes accountability, growth, and a respectful team environment.
- **Print Pieces:** Produce writing content and editing for brochures, handouts, and other print pieces as requested.

Qualifications:

A. Minimum:

1. Strong writing skills
2. Management skills
3. Interpersonal skills
4. Strong Christian faith, commitment and volunteer service experience.



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Copywriter, Content Creator	Marketing	Chief Marketing Officer	.48	Non-Exempt

B. Preferred:

1. Bachelor's degree
2. Work-related experience

Status: Part-Time, Non-Exempt

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.

Posted: 3/3/2026