



## **CONTENT COORDINATOR**

The Content Coordinator will oversee content for Thrive Moms including newsletter and app devotionals.

### **What our Content Coordinator looks like:**

*She is passionate about the ministry of Thrive Moms and pouring into our women.*

She is highly organized.

She gets excited about grammar and bible commentaries.

She knows how to edit and format different writing styles and can help other writers.

She is comfortable working with the leadership team of Thrive.

She is proactive. In the development of our community as well as her own development.

### **WHAT IS EXPECTED:**

#### **NEWSLETTER**

- Makes writing assignments to writing team
- Manages newsletter schedule
- Edits content when it is submitted and works with writers on revisions as needed
- Works with designer for handling newsletter building

#### **APP DEVOTIONALS**

- Helps plan and write 3-4 new app studies per year
- Works with writers for these studies

#### **ADDITIONAL RESPONSIBILITIES**

- Has great written communication skills
- Interacts with the Thrive Moms Leadership Team and lends a hand where needed
- Works with content editors and designers

### ***Weekly Hours - 10-15 Hours***

#### ***It would be super cool if:***

- You have a sense of humor.
- You have seen every episode of The Office.
- You prefer chocolate over celery.