



Catholic Renewal & Evangelization

Editor

The Editor oversees the production of the monthly Renewal Ministries' newsletter, accompanying product reply card, and writes, edits, and curates content and communications across the ministry. This is a part-time, hybrid position that reports to the President.

The primary responsibilities include:

- Curate, edit, and write content for monthly newsletter and reply card.
- Edit booklet and other Renewal Ministries' content.
- Edit website updates and curate content for blog.
- Maintain newsletter archives.
- Collaborate with the Media Director and Creative Director to create, curate, and share content on Renewal Ministries' social media platforms, as needed.
- Collaborate with the Media Team to curate, edit, and write content for Renewal Ministries' emails, as needed.
- Other projects as assigned.

We are looking for a candidate that:

- Is personally committed to Catholic orthodoxy, evangelization, and the mission of Renewal Ministries.
- Has a bachelor's degree in journalism, writing, English, or a related field.
- Has professional writing and editing experience.
- Is highly organized and attentive to detail, particularly in writing.
- Can multi-task and meet firm deadlines.
- Has experience managing a monthly project from conception to completion.
- Is proficient with the Chicago Manual of Style

Strong candidates will have:

- Photography experience
- Social media and email marketing experience
- Proficiency with Wordpress and email marketing platforms (Constant Contact, Mailchimp)

To apply, please send a cover letter, resume, two writing samples, and three professional references to careers@renewalministries.net.