kūmveka

JOB DESCRIPTION
COPYWRITER

Kumveka Summary

Kumveka is a non-profit organization that provides communication services to Christ-focused ministries around the world. We work with ministries in China, Eastern Europe, across Africa and several in the United States. Learn more at kumveka.org.

Job Description

Title:	Copywriter
Reports to:	Creative Director
Location:	Richmond, Virginia
Capacity:	Part Time (potential to grow to Full Time)
Start date:	Immediate to 3 months

Responsibilities

- Develops copy for a variety of deliverables (i.e. brochures, ads, websites, social media).
- Develops original, compelling messaging concepts that bring to life the brand strategy. Proofreads projects for grammatical accuracy.
- Meets objectives outlined in the creative brief and writes according to the brand messaging guidelines.

Experience

- 1+ year of marketing-style copywriting (writing with a voice, with emotion, and against business objectives).
- Proficiency in English grammar.
- Headline/advertising copywriting experience a plus.

Cultural Fit Requirements

- Personal belief in Jesus Christ with passion to use his/her God-given gifts in building His kingdom around the world.
- Sensitivity to (if not love for) working across cultures.
- Teachable and open to new responsibilities as personal abilities and organizational needs grow.
- Ability to work independently and act with initiative.
- Fabulous attention to detail.
- The ability to work efficiently with a quick turn-around.
- Good problem solving skills.
- Personal laptop (at least in the short-term).

Kumveka Standards Learn more at www.kumveka.org/kvstandards

Love Well
Execute with Excellence
Learn Constantly
Initiate Solutions

Terms

Compensation:	$15 to $17 per hour (depending on previous experience)
Schedule:	20 hours per week, increasing as necessary
Timing:	Effective upon acceptance
Status:	Employee
Benefits/Insurance:	None
Pay schedule:	Monthly (all hours must be documented by project and submitted by the last day of the month)

Next Steps

1. **Pray**. Seriously. We only want you if He is at the very beginning of this process.
2. **Go online.** You can find a short interest survey on kumveka.org at this link.
3. **Email resume & portfolio.** Please send it to serve@kumveka.org, and include the job title in the subject line.