

**Job Title:** Writer/Editor (Part-Time)  
**Department:** Communications  
**Reports To:** Sr. Director of Communications  
**Location:** Remote

**About World Orphans:**

The World Orphans model of care equips the local church to come alongside vulnerable families, empowering them and providing wholistic care for their children.

**Position Summary:**

World Orphans seeks a skilled and detail-oriented part-time Writer/Editor to join our Communications team. This role will play a vital part in crafting compelling content that communicates our mission and impact to a wide audience. The Writer/Editor will be responsible for creating engaging stories for our magazine, newsletters, and brochures, as well as editing and proofreading various communications materials. This is a part-time position starting at 10 hours per week with the potential for increased hours in the future.

**Responsibilities:**

- Attend weekly team meetings to collaborate on content strategy and project timelines.
- Write engaging and informative content for World Orphans magazine, including feature articles, short stories, and other pieces as assigned.
- Develop compelling content for newsletters, email campaigns, and other digital communications.
- Create clear and concise copy for all brochures, marketing materials, and other print publications.
- Edit magazine articles and other written materials submitted by staff members, ensuring clarity, accuracy, and adherence to World Orphans style guide.
- Proofread all documents produced by the Communications team multiple times to ensure impeccable grammar, spelling, punctuation, and overall quality.
- Adhere to World Orphans established brand voice and style guidelines in all written communications.
- Collaborate effectively with other members of the Communications team.

**Qualifications:**

- Excellent writing, editing, and proofreading skills with a strong command of grammar, punctuation, and style.
- Proven ability to write engaging and compelling content for various audiences and platforms.
- Strong attention to detail and a commitment to producing high-quality work.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Passion for the mission of World Orphans and a desire to make a positive impact.
- Experience in non-profit communications or related field is a plus.
- World Orphans is a Christian 501c3 with traditional beliefs rooted in historical biblical doctrines. Belief in and adherence to the World Orphans Statement of Faith and meaningful commitment to /attendance at a local church is required.



**Time Commitment:**

This is a part-time position starting at approximately 10 hours per week, with the potential for increased hours as needed.

**Compensation:**

\$25 per hour

**To Apply:**

Send your resume to Trey Dunham at [trey@worldorphans.org](mailto:trey@worldorphans.org)