



HeSed Ministries International

"Showing God's loving kindness to thousands."

Copy Writer

Location: Virtual Volunteering (from home)

Service Areas: General Administration

Hourly Commitment: 5 hours per week is desirable

Number of Positions: 3

One-Time/On-going Position: On-going

Description

Virtual volunteers needed to prepare and write copy for various ministry and marketing publications targeted towards Christian and non-Christian communities to include brochures, manuals and training materials. Hours may vary.

Requirements

Skills Required:

Must be knowledgeable various writing styles, be motivated/results-driven, good writing skills to include proper grammar, spelling and sentence structuring, desire to learn and improve skills. Must at a minimum know Microsoft Office, knowledge and experience with Adobe products are desirable.

Time Frame:

We ask for a commitment of not less than six months and not more than one year. Volunteers can extend an additional year upon completion of the first term of service. Primary focus of tasks will be to establish a volunteer coordination program and therefore a commitment of several hours per week is desirable. Providing services virtually is totally acceptable with providing draft layouts of products and processes for approval before final production.

Evaluation:

Volunteers will be evaluated at the mid-point term of service and will be asked to fill out an evaluation form of their experience.