



Job title	<i>Content Creator</i>
Reports to	<i>Director of Content Creation</i>

#### Job purpose

The Content Creator is a crucial member of the Resources Department. The Vision of Axis is to see all caring adults equipped with the conversation, discipleship, and culture translation skills necessary to reach the next generation for Christ. The ideal candidate for this position would not only be able to help create culturally relevant content, but also enjoy working in a fast-paced, ever-changing environment. The right candidate must have the ability to manage multiple projects in collaboration with other departments and be part of a dynamic creative team.

#### Duties and responsibilities

- Maintain a personal relationship with Jesus Christ and a courteous, Christlike attitude dealing with people both inside and outside of Axis
- Research, write, edit, and oversee publication of long-form and short-form products on cultural and spiritual topics
- Assist with proofreading/editing for marketing emails and other Axis products, as needed
- Curate pop culture research for The Culture Translator and other Axis products, as needed
- Speak with the Axis team for live webinars, presentations, and guest interviews, as needed

#### Qualifications

- Bachelor's Degree in English, Communications, or relevant field preferred
- Minimum one year experience in writing, editing, and/or content creation
- Excellent communication, delegation, and research skills
- Experience with HubSpot, Wordpress, InDesign, Trello, ClickUp, Microsoft Office, and Keynote desired
- Bilingual in English and Spanish is a plus

#### Working conditions

This position is salaried, while hours are typically 8:30am-5pm Monday-Friday. Hours may vary in relation to research related meetings and appointments. Travel is minimal.

#### Physical requirements

This job in some cases may require lifting between 30-50 lbs and applicant should be able-bodied and ready for any task that may need to be done.

## Dress

While the dress code at Axis is fairly casual, all employees should always bear in mind that they are representing Axis to staff, guests, and donors, and should therefore dress accordingly.