POSITION ANNOUNCEMENT

POSITION:  Assistant Curriculum Editor (20 hrs per week, in-house)

DESCRIPTION:  The Assistant Curriculum Editor will serve as the administrative assistant to the Coordinator of Christian Education and Curriculum Development. Employee will be highly involved in the development of One Accord Resources, Inc. and other in-house materials. Responsibilities will include organizing and scheduling; writing biblical lessons; editing, adding, and deleting from imprint materials; working closely with the graphics department to achieve timely completion of each age level piece; and other editorial responsibilities. Various clerical responsibilities as assistant to the Curriculum Coordinator will also be required.

SALARY RANGE:  Salary based on qualifications.

QUALIFICATIONS:  Candidate must be highly proficient in English grammar, writing, proofreading, and editing. A Bible and/or English background is valuable. Should have the ability to organize and keep intensive schedules and deadlines. Must have a working knowledge of Microsoft Word. Candidates must be highly organized, excellent time managers, and able to keep perpetual contract deadlines.

APPLICATION DEADLINE:  Jul 27, 2016

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