Content Creation Assistant

** This role can be performed remotely**

Time Commitment: 16 hours/month, total annual hours of up to 200 hours @ $25/hour

Meadville Lombard Theological School is currently seeking a Content Creation Assistant to assist our Director of Communications. Are you passionate about Unitarian Universalism and/or social justice? Do you believe in the power of liberal faith movements and ministry? Are you a good communicator? Do you like interviewing people to find out what makes them tick? Would you like to earn some money while writing about those amazing people? If you answered yes to all of the above, we’d like to hear from you.

Meadville Lombard is a graduate theological institution rooted in Unitarian Universalist values of justice, compassion, and collective liberation. Social justice is at the core of every aspect of the work we do. We regard nurturing learners from diverse faith traditions for their ministerial formation as an act of mobilizing ethical leadership to build a more just world for all.

The successful candidate must have keen understanding of social structure, intersectionality, intercultural competency, and willingness to unlearn old ways and relearn new ways to grow.

**JOB SUMMARY**

This position reports to and works closely with the Director of Communications.

Responsibilities of this position include, but are not limited to:

- Gathering content by contacting people on the list created by the Director, conducting phone/Zoom interviews, and ordering transcription of the interviews.
- Editing/cleaning up the transcription.
- Drafting blog posts of the interviews based on the transcription of the conversation.
- Creating social media posts of the blog posts after they are published by the Director.

**QUALIFICATIONS:**

- Bachelor’s degree in journalism, communications, or other related fields is desired but not required.
- Good understanding of Unitarian Universalism and other liberal faith traditions, and their place in social justice work.
- Awareness and understanding of systemic oppression, social structure, intersectionality, and intercultural competency.
• Awareness of current affairs, both national and global.
• Excellent written, oral, and interpersonal communication skills.
• Strong time management skills.
• Computer proficiency including Microsoft Office (Teams) and fluency with internet applications and a willingness to learn new applications.

Compensation: $25/hour for up to 200 hours per year.

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff. Candidates who meet most, but not all, position qualifications and who are prepared to fulfill all position responsibilities are welcome to apply.

Interested applicants should submit:

1. a brief cover letter indicating why you are interested in this position,
2. a current resume, and
3. a sample of your writing (500-750 words)

By email to:
Cindi Redman
Vice President, Finance and Administration
Meadville Lombard Theological School
credman@meadville.edu

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Applications will be accepted until February 15, 2022.

We thank all applicants in advance for their interest, however,

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.