



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | contact@apcwo.org | www.apcwo.org

ENGLISH COMMUNICATIONS AND CONTENT EDITOR AND QA

SUMMARY

Handle English communications, write and update content for APC websites and quality check English content being released on all creatives across multiple channels, including, but not limited to print, video, digital and other emerging media.

VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God appointed purpose. You will serve in fulfilling this vision among the local church community.

SCOPE

As part of the Communications and Content Management team, you play a crucial role to ensure that text and media content released from APC follow APC standards, principles, and guidelines, is error free. Additionally, you will handle incoming emails to designated email ids and ensure courteous and prompt response.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

ROLE DESCRIPTION

The responsibilities of the English Communications and Content Editor and QA will include but are not limited to the following:

Communications

1. Read and respond to incoming emails to designated email ids on behalf of APC. Written responses must be prompt, clear, succinct, courteous and error free.
2. Direct incoming emails as required to be addressed by designated individuals at APC.
3. Handle writing of internal email communications to APC staff as and when required.
4. Handle communications of emails and letters to other organizations, vendors, etc., when required.

Websites and Social Media

5. Be responsible for content on all APC English websites. You will work closely with the IT and media teams to have websites updated. This will require (A)interacting with pastors, ministry leaders and department heads to obtain current information that must be released on respective websites (B)staying aware of events, and happenings to report these on APC websites (C)Ensure upcoming events, changes are immediately updated on APC websites.
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6. Be responsible for all social media posts on all APC social media channels (YouTube, Facebook, Instagram, etc.). While there may be other individuals who will also be authorized to make posts, ensure that all content aligns with APC principles, standards and guidelines.
7. Ensure SEO of all content being posted on websites and social media.

Quality Assurance

8. You will be final check point for all APC's print (excluding publications), video, digital and other emerging media. Ensure digital marketing content aligns with APC principles, brand standards and guidelines, and assist with promotional campaigns for events, etc., as needed. Content will be released only after your review and approval.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- A Bachelor's degree in Communications, Journalism, Public Relations or related field. Master's degree preferred.
- A minimum of two years professional work experience in communications.
- Demonstrated ability to use social media channels effectively to deliver messaging and content.
- Experience working in customer relations preferred.

KNOWLEDGE & SKILLS REQUIREMENTS

- Excellent written and verbal communication skills.
- Knowledge of digital marketing, SEO, etc.
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively.
- Strong commitment to excellence, and nothing less.
- Attention to detail. Ability to identify minutest of errors in text, graphics and other media.

ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
 - Volunteer at APC.
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Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!