

Gospel Outreach

Job Description

News Reporter

Reports to: Director of Marketing

Summary: The News Reporter prepares and submits news stories about Gospel Outreach—its events, its mission, its progress—to Adventist periodicals and to local news outlets.

Duties and Responsibilities:

- Stays abreast of current events and trends to identify newsworthy stories.
- Develop an annual plan by collaborating with the Marketing Director to determine what stories to share with the various outlets.
- Gather information and photos, investigate, conduct interviews, etc.
- Write clear, concise, and engaging articles while adhering to journalistic standards.
- Submit drafts to OFFCO and the Director of Marketing for modification or approval.
- Submits news stories about Gospel Outreach to outlets, as determined by the annual plan.

Essential Knowledge, Skills, and Abilities:

- A passion for the mission of Gospel Outreach
- Self-motivation and follow-through.
- Creativity and vision.
- Strong writing skills.
- Excellent verbal skills to collaborate with the team.
- Attention to detail/strong focus on accuracy.

Schedule: Flexible