



**POSITION ANNOUNCEMENT**  
**Content Writer**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Content Writer**, for its Marketing and Communications Department on the Mount Vernon campus. The position reports to the Assistant Vice President of Marketing and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "D". A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

The ideal **Content Writer** will be a creative wordsmith who can think outside the box to develop refreshing approaches to tell the stories of the people and programs of MVNU. This position requires skills in many forms of writing including narrative, persuasive, or descriptive feature stories; press releases; blogs, etc. Produced materials would be used in print pieces, website, emails, social media, and any other opportunity to promote the mission of MVNU. This position will be a pivotal role in expanding brand awareness while humanizing the missional outcomes of the work of the university by creating messaging that drives goals for enrollment, alumni engagement, and fundraising through storytelling. Video, photography and/or podcast experience is a plus.

**Responsibilities for this position include:**

- Collaborate with the Assistant Vice President of Marketing and the Assistant Director of Communications/PR to identify and produce stories that align with MVNU's marketing and communications strategies
- Interview alumni, faculty, staff, students, donors, university friends and partners and craft engaging stories to connect with target audience(s)
- Capture and edit interview audio, video and/or photography as needed per assignment
- Develop and maintain a quote database from interviews for use across all MVNU marketing channels
- Maintain relationships with faculty and staff across campus who can serve as sources for leads on new and developing stories
- Write content for the MVNU Marketing/Communications team and campus department clients as assigned by the Assistant Director of Communications and PR
- Assist the Digital Content and Social Media Specialist with social media coverage, content planning, content creation, posting, monitoring, etc. as needed
- Assist Web and Digital Strategist with website updates as needed
- This position will be required to travel up to 20% of the time
- Will work some night and weekend events
- Other duties as assigned

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree and 2+ years of experience in a role as a journalist, writer, editor, or related field
- Experience writing for broad audiences, particularly higher education
- Knowledge of AP Style
- Excellent written and verbal communication skills, especially interview experience
- Firm grasp of emerging storyteller trends and best practices
- Insightful and perceptive when engaging subjects
- Excellent organizational and time-management skills
- Ability to multi-task and meet tight deadlines
- Able to work in a team-oriented environment
- Ability to lift 25 lbs

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu), complete the application, found at: <http://mvnu.edu/jobs>, and provide at least **five (5) writing examples**. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.