

**EMPLOYMENT OPPORTUNITY  
NATIONAL WMU  
BIRMINGHAM, ALABAMA**



**JOB TITLE:** *Design Editor (Children)*

**STATUS:** Full-time Equivalent (36-Hour Work Week)

**HUB ROLE:**

To serve as lead editor of missions discipleship resources for the children's audience.

**KEY RESPONSIBILITIES:**

- Oversees the design and production of print and digital children's resources. Enlists and trains writers; and makes writing assignments for curriculum. Edits manuscripts for general content, audience appropriateness, doctrinal soundness, and adherence to program and curriculum base designs and Dated Designs. Consults with graphic designer on layout of resource. Proofs manuscripts at all stages of production.
- Participates in developing and implementing hub strategies.
- Participates in the development of Dated Designs for the children's audience.
- Prepares and maintains production schedules and budgets for children's resources.
- Provides direction and continuity of missions discipleship content for a broader audience
- Serves on in-house and interagency hubs. Fulfills writing and field assignments.

**QUALIFICATIONS:**

- Bachelor's degree (primary education or child development degree programs, preferred) and five to eight years progressive work experience with the children's audience; Or
- Master's degree in a related field and three to five years of progressive work experience with the children's audience.
- Member of the Christian faith and Baptist church involvement on the local level.
- Knowledgeable of the Southern Baptist Convention and WMU, preferred.
- Experience leading Girls in Action or Children in Action, preferred.
- Good word processing skills, preferred.

If you are interested in this position, submit your resume to Human Resources:

- Email: [hr@wmu.org](mailto:hr@wmu.org)
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months. WMU is an equal opportunity employer.