

## ASSOCIATE EDITOR

**Job overview:** An associate editor is involved in copyediting, some proofreading, and crafting short letters, emails, and other written communication for hard-print as well as digital dissemination. This position may also work or train in developmental editing and in book and study-guide development from transcript to manuscript formats.

**Reports to:** This position reports to the department head of the Editorial/Publications department.

### Qualifications:

- Degree in Journalism or English or commensurate job experience in one of these fields.
- Proficiency in grammar, attention to detail, and some writing experience.
- Basic computer skills, especially in Microsoft Word.
- Self-motivation with a teachable attitude.
- Ability to work with a team to fulfill the mission of this ministry on the printed page.

**Hours:** Full-time position on-site (Monday – Friday, 8:00 a.m. – 5:00 p.m.).

### Interested?

If you would like to apply, please email your resume with a cover letter to [employment@renner.org](mailto:employment@renner.org) with at least one reference each from a member of your church, a past employer, and a family member or personal friend. In your email, be sure to indicate which position you are applying for as well as who referred you to our ministry.

You may also mail your resume with a cover letter to:

**Rick Renner Ministries**  
**Attention: Editorial/Publications Dept.**  
**P. O. Box 702040**  
**Tulsa, OK 74170-2040**

Thank you for your interest in working with us at RENNER Ministries. Feel free to browse our website ([renner.org](http://renner.org)) or our RENNER Ministries YouTube channel to learn more about Rick and Denise Renner and what this ministry is doing around the world.