



Church of God in Christ, Inc.

POSITION POSTING

Job Title:	Proofreader	FLSA Status:	Non-Exempt
Department:	Publishing House	Reports To:	Manuscript Supervisor
Location:	Memphis, TN	Travel Required:	No
Level/Salary Range:	Commensurate w/ experience	Position Type:	Regular Full-time
Office Hours:	8AM – 5PM	Date Posted:	6/9/17
Will Train Applicant(s):		Posting Expires:	6/23/17

[Applications or Resumes] Accepted By:

FAX OR E-MAIL:

901.947.9392 or hr@cogic.org

Subject Line:

Attention: HR Department/ Proofreader Posting

MAIL:

Paula C. Hearn

Human Resources Department,

Church Of God In Christ, Inc.

938 Mason Street

Memphis, TN 38126

Job Posting

THE ORGANIZATION

Church of God in Christ, Inc. (COGIC) is a Christian organization in the Pentecostal-Holiness tradition. The membership is predominantly African-American with more than six million members. COGIC has congregations in 63 countries around the world.

JOB SUMMARY/OBJECTIVE

This position ensures that texts due for publication are well written and grammatically correct. This position also is responsible for fact checking and correcting grammatical errors.

ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Ability to handle many issues, items and functions at once and deal rapidly with multiple items in prioritized sequence
2. Must have knowledge and understanding of biblical text
3. Must have general knowledge of the doctrine of the Church Of God In Christ
4. Ability to be flexible to adjust to rapidly changing requirements an schedules
5. Ability to identify and report problems in a timely manner
6. Ability to read and interpret written information
7. Ability to identify subject-verb agreement
8. Ability to speak, read and write in the English language

9. Must have excellent grammar and proofreading skills
10. Must demonstrate attention to detail
11. Must demonstrate a positive and productive attitude
12. Must speak clearly, listens and gets clarification
13. Must demonstrate accuracy and thoroughness
14. Perform other related duties as required and assigned.

SUPERVISORY RESPONSIBILITY

This position will not be responsible for the performance management and hiring of employees within the department.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 5 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EXPECTED HOURS OF WORK

Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. This position may require additional hours and weekend work.

TRAVEL

Travel is primarily local during the business day.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma

PREFERRED EDUCATION AND EXPERIENCE

- Some college coursework preferred

ADDITIONAL QUALIFICATIONS

- Must maintain prompt and regular attendance
- Ability to work in a team environment
- Perform other related duties as assigned

CORE COMPETENCIES

- Proficient computer skills
- Strong command of the English language

- Must be able to proof clients materials for errors

WORK VALUES – COGIC IMPACTS

Integrity- The quality of being honest and having strong moral uprightness.

Measureable Results – Establishing SMART goals to highlights success.

Passion - Self driven attitude about your work that leads to success.

Adaptability – Able to adjust to new conditions.

Collaborative – working together to create something or produce solutions.

Timely – Done or occurring at a favorable or useful time; expedient.

Service Oriented - Providing outstanding service and support to COGIC & external vendors/agencies.

EEO STATEMENT

COGIC is an Equal Opportunity Employer.

BACKGROUND CHECK

Job offers at COGIC are conditioned upon background checks.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.