

**NATIONAL WMU  
BIRMINGHAM, ALABAMA**



**JOB TITLE:** *Design Editor (Children's Curriculum and Resources)*  
**STATUS:** Full-time Equivalent (36-Hour Work Week)

**HUB ROLE:**

To serve as the design editor for children's curriculum and resources.

**KEY RESPONSIBILITIES:**

- Leads in the design and implementation of a balanced and comprehensive plan for children's missions discipleship. Communicates plans through multiple channels including print and electronic media.
- Works with other hub members in developing design plans for the children's audience.
- Oversees the development, design, and production of print and electronic resources for children's audiences. 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. Adheres to production schedules.
- Enlists and trains writers for the children's audience in best writing practices and educational methods for the audience. Makes writing assignments for curriculum and fulfills writing assignments
- Serves as a functional expert in the area of children's development and education, and stays current in the field through reading, study, and research. Assists in selecting, training and evaluating copy editors.
- Participates in the development and implementation of hub strategies.
- Serves on in-house and inter-entity hubs. Represents national WMU to state WMU leadership and other networks for children's leaders. Administers budgets for resources.

**QUALIFICATIONS:**

- Master's degree in a related field (with a teaching certification, preferred).
- Three to five years of progressive work experience with the assigned audience or job function.
- Experience training teachers or leaders and developing curriculum.
- Member of the Christian faith and Southern Baptist church involvement on the local level.
- Knowledgeable of the Southern Baptist Convention and WMU.

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.