



## Student Assistant for Anabaptist Witness

**Position:** Anabaptist Witness Student Assistant

**Supervisor:** Jamie Pitts, editor

**Term of Service:** December 11, 2017, to June 29, 2018

**Maximum number of hours:** 300

**Payment per hour:** \$12.25

**Responsibilities:**

*Anabaptist Witness* is a global Anabaptist and Mennonite dialogue on key issues facing the church in mission. We publish two issues a year (online and in print) and blog posts throughout the year. Content is in English, Spanish, French, and other languages. Please see [www.anabaptistwitness.org](http://www.anabaptistwitness.org) for more information. Responsibilities include:

Weekly social media updates (2 hours/week)

Develop and promote blog series (ongoing)

Manage financial spreadsheet (ongoing)

Perform statistical analysis of website use (ongoing)

Assist with manuscript processing and author relations (ongoing)

Fulfill and track issue orders and payments (about 3 hours)

**Qualifications Preferred:** Some background and interest Christian mission; competency with Facebook and Twitter; competency in written and spoken English; competency with Excel, MS Word, and Google Analytics; Spanish and/or French language abilities desired.

**Scheduling:** Job is for a 7-month period, up to 10 hours per week. See above for likely schedule. Regular communication and periodic meetings with the editor is required.

**Deadline:** Applications should be received as soon as possible. The deadline is Dec. 11.