

CONTENT WRITER

SNAPSHOT

Scope: Working directly with the International and Continental offices of TTI.

Reports to: Communications Director (Africa) and Operations Manager (Togo).

Hours: 8:00am-4:30pm Monday-Friday. (Weekends should be expected)

Location: Lomé, Togo

JOB SUMMARY

The content writer's primary role will be to draft, proofread, and edit the written content used in the resource mobilization materials.

SPIRITUAL LIFE

- This position requires spending quality time with God. An intimate relationship with Jesus Christ and a desire to see God's Kingdom expand is needed.
- You must be able to take care of your family. Ensure that you are in the right relationship with your spouse and children.
- Take ownership of advancing TTI's mission and vision.
- Prayer for this partnership, including the ministries, churches, and partners involved, is central in everything you do.
- You must identify and be accountable to at least one other person every week.

JOB DESCRIPTION

GENERAL REQUIREMENTS

- Fully bilingual (English/French)
 - Strong ability to see a problem and determine the best course of action to solve it without constant oversight and micromanagement.
 - Capable of working effectively under pressure and detail oriented.
 - Prompt and thorough responses to correspondence via email, phone calls, WhatsApp, Microsoft Teams, and other platforms.
 - Develop an understanding of "how TTI works" to ensure accurate and consistent reporting material.
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- Gain a better understanding of TTIs partners to foster a friendly atmosphere and a reliable reporting relationship.
- Capable of leading and coordinating various people to achieve the set goals in a cross-cultural setting.
- Working knowledge of Microsoft Office applications, and familiarity with collaborative platforms such as Slack, Microsoft Teams and Google Workspace.
- Agreement with and commitment to TTI's core values.
- Compliant with TTI's requirements, policies, and accountability standards.

SPECIFIC REQUIREMENTS

- Select stories and conduct thorough development and fact-checking on them.
- Craft stories and upload them to Microsoft Teams.
- Select pictures sent from the field and upload them to the story library
- Assist in developing resource mobilization materials by contributing to the creative process.
- Draft, proofread and edit written content used for resource mobilization materials.
- Produce creative, engaging, and inspiring content in line with TTIs brand voice.
- Develop and implement communication systems and strategies.

LONG-TERM GOALS FOR THIS ROLE:

TRAVEL

- This position might involve traveling to meetings and visiting churches and training centers.
 - Good health and the ability to travel are necessary

FUNDS

- This position might involve managing funds.
 - Integrity and discretion are highly valued.
 - Proper allocation and careful use of funds are mandatory.
 - Accurate record keeping and keeping track of expenses are required.
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