

**OFFICE FOR REGIONAL CONFERENCE MINISTRY**  
**MESSAGE MEDIA**  
**JOB POSTING — EDITOR & MEDIA CONTENT CREATOR**

**Position:** Editor & Media Content Creator – Message Media

**Organization:** Office for Regional Conference Ministry (ORCM)

**Location:** Huntsville, Alabama

**Employment Status:** Full-Time

**Classification:** Exempt

**Reports To:** Executive Director, Office for Regional Conference Ministry

**Work Location:** On-Site/Office-Based – Huntsville, Alabama

**Residency Requirement:** Successful candidate must reside in or relocate to the Huntsville, Alabama area

**Posting Date:** September 1, 2026

**Application Deadline:** September 25, 2026

**Anticipated Start Date:** January 1, 2027

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## **ABOUT MESSAGE MEDIA**

For more than a century, Message Magazine has communicated the everlasting gospel of Jesus Christ while addressing the spiritual, social, cultural, and practical issues affecting individuals, families, churches, and communities.

Today, that mission extends beyond the printed page.

Message Media represents an expanded vision for communicating the Message ministry through print, digital media, video, social media, podcasts, web-based content, interviews, photography, live and recorded programming, and emerging media platforms.

Through compelling storytelling, biblical truth, thoughtful commentary, engaging visual content, and relevant resources, Message Media seeks to inspire hope, strengthen faith, encourage healthy communities, and provide a distinctly Christian perspective on contemporary issues.

As a ministry of the Office for Regional Conference Ministry (ORCM), Message Media also has a unique opportunity to tell the stories, celebrate the ministries, highlight the people, and amplify the impact of Regional Conferences and the African-American experience within the broader Seventh-day Adventist Church.

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## **POSITION SUMMARY**

The Office for Regional Conference Ministry is seeking a creative, innovative, spiritually grounded, and forward-thinking media professional to serve as Editor & Media Content Creator for Message Media.

This position is much more than the traditional role of a magazine editor.

The successful candidate will serve as the creative and editorial leader for a multimedia ministry, responsible for developing compelling content that reaches audiences wherever they consume information—whether through a magazine, website, smartphone, social media platform, podcast, video, livestream, email, or an emerging communication platform.

The Editor & Media Content Creator will lead the transformation and continued development of Message from primarily a print publication into an integrated multimedia content ministry and recognizable media brand.

This individual must be both a content creator and content strategist—someone who can identify a compelling story, develop the concept, determine the best platform for telling it, create or direct the content, and strategically distribute it to reach and engage the intended audience.

The successful candidate should be equally comfortable developing a magazine feature, producing a short-form social media video, conducting an on-camera interview, developing a podcast concept, planning a digital campaign, capturing stories at an event, or creating a multimedia series around an important spiritual, cultural, or community issue.

The position retains editorial leadership of Message Magazine while significantly expanding the ministry's capacity for digital storytelling, multimedia production, social engagement, and audience development.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Multimedia Content Creation & Storytelling**

- Develop, create, produce, and coordinate compelling content for print, web, social media, video, podcasts, newsletters, digital publications, and emerging platforms.
- Identify stories, people, ministries, events, issues, and experiences that can be transformed into engaging multimedia content.
- Develop original short-form and long-form digital content designed for today's audiences.
- Create content specifically designed for platforms such as Instagram, Facebook, YouTube, and other appropriate social and digital platforms.
- Produce or coordinate video interviews, testimonials, ministry features, promotional videos, event coverage, educational content, and other visual storytelling.
- Conduct interviews for print, video, audio, and digital distribution.
- Develop concepts, scripts, storyboards, interview questions, captions, headlines, and other creative content.
- Capture or coordinate photography and video content at ORCM, Regional Conference, denominational, and community events.

- Repurpose major stories across multiple platforms rather than limiting content to a single publication or format.
  - Create multimedia content series around relevant spiritual, social, cultural, health, family, community, and public-interest topics.
  - Maintain a consistent standard of creativity, professionalism, theological integrity, cultural awareness, and production quality.
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### **Digital & Social Media Leadership**

- Develop and execute a comprehensive digital content and social media strategy for Message Media.
  - Establish an integrated content calendar coordinating print, web, email, social media, video, podcasts, and other media.
  - Maintain a consistent and active digital presence designed to increase awareness, engagement, and audience growth.
  - Develop platform-specific content rather than simply reproducing print content online.
  - Identify emerging digital trends and determine how they can appropriately advance the mission of Message Media.
  - Develop strategies to increase followers, subscribers, video views, website traffic, email engagement, and other meaningful audience measures.
  - Create digital campaigns around special editions, ministry initiatives, significant events, and relevant contemporary issues.
  - Monitor audience interaction and identify opportunities for meaningful engagement.
  - Use analytics to determine what content is reaching audiences and adjust content strategy accordingly.
  - Maintain consistency of Message Media's visual identity, voice, tone, and mission across platforms.
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### **Video, Audio & Multimedia Production**

- Develop original concepts for video, podcast, livestream, and other multimedia programming.
- Produce or coordinate short-form videos appropriate for social media and digital distribution.
- Develop longer-form interviews, conversations, documentaries, ministry features, and educational content where appropriate.

- Serve as an interviewer, host, moderator, producer, or other on-camera/on-microphone role when appropriate.
- Coordinate filming, editing, graphics, music, captions, and other production elements.
- Work with photographers, videographers, editors, designers, freelancers, and other creative professionals when additional production support is required.
- Ensure multimedia content meets established quality, copyright, accessibility, branding, and theological standards.
- Develop a searchable and organized digital library of photographs, videos, interviews, graphics, and other media assets.

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### **Message Magazine Editorial Leadership**

- Serve as Editor of Message Magazine and maintain responsibility for its editorial vision, voice, standards, and quality.
- Develop annual and long-range editorial plans consistent with the mission and strategic objectives of ORCM and Message Media.
- Determine magazine themes, content priorities, features, special editions, and editorial calendars.
- Identify, recruit, develop, and maintain relationships with writers, columnists, contributors, subject-matter experts, and other content creators.
- Write, review, edit, approve, and prepare articles and other content for publication.
- Ensure published materials demonstrate editorial excellence, accuracy, relevance, theological integrity, and cultural awareness.
- Maintain appropriate fact-checking, copyright, permissions, editorial review, and content-approval processes.
- Coordinate the magazine's print and digital production processes.
- Review layouts, proofs, graphics, photographs, and final publication materials.
- Ensure the magazine remains an important component of the broader Message Media ministry while recognizing that the ministry's reach extends well beyond the printed publication.

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### **REGIONAL CONFERENCE STORYTELLING**

A significant responsibility of this position will be identifying and communicating the stories of Regional Conference ministry.

The Editor & Media Content Creator will:

- Develop relationships with Regional Conference communication directors, administrators, pastors, ministry leaders, educators, and members.
- Identify compelling ministry stories throughout the Regional Conference network.
- Highlight innovative ministries, churches, schools, pastors, members, young adults, community initiatives, and other stories demonstrating ministry impact.
- Travel periodically to conferences, churches, camp meetings, conventions, and other events to capture original content.
- Develop a network of contributors capable of providing stories, photographs, video, and information from throughout the Regional Conference territory.
- Create opportunities for Regional Conferences to share content through Message Media's platforms.
- Help preserve and communicate the history, significance, and continuing contribution of Regional Conferences within the Seventh-day Adventist Church.

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## **CONTENT STRATEGY & BRAND DEVELOPMENT**

- Develop and implement a comprehensive content strategy for Message Media.
- Strengthen Message as a recognizable multimedia ministry and media brand.
- Determine how content should be distributed across different platforms and audiences.
- Identify opportunities for new media products, programs, series, partnerships, and initiatives.
- Develop strategies to reach younger and digitally engaged audiences while maintaining relationships with Message Magazine's established readership.
- Evaluate media trends, audience behavior, demographic changes, and emerging technologies.
- Explore responsible and appropriate uses of new technologies to enhance content creation, production, distribution, and audience engagement.
- Maintain the historic identity and credibility of Message while developing new approaches to communicating its mission.

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## **AUDIENCE GROWTH & ENGAGEMENT**

The successful candidate will be expected not only to create excellent content but also to help grow the audience for that content.

Responsibilities include:

- Develop strategies to increase print and digital readership.
  - Increase social media engagement and followers.
  - Grow website traffic and digital subscriptions.
  - Expand email and newsletter audiences.
  - Increase consumption of video and multimedia content.
  - Develop strategies to introduce Message Media to new and underserved audiences.
  - Strengthen relationships with churches, pastors, educational institutions, ministries, community organizations, and individual subscribers.
  - Support promotional campaigns and audience-development initiatives.
  - Use audience analytics and performance data to guide future content decisions.
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#### **CREATIVE DIRECTION & PRODUCTION MANAGEMENT**

- Coordinate writers, designers, photographers, videographers, editors, illustrators, freelancers, and other creative professionals.
  - Establish and maintain content-production schedules and deadlines.
  - Maintain quality and consistency across print and digital media.
  - Coordinate vendors and external creative resources as necessary.
  - Review creative work to ensure consistency with Message Media's mission and brand standards.
  - Identify opportunities to improve production efficiency while maintaining high creative standards.
  - Manage multiple content projects simultaneously.
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#### **FINANCIAL & ADMINISTRATIVE RESPONSIBILITIES**

- Assist in developing and managing the annual Message Media operating budget.
- Monitor expenditures and exercise responsible stewardship of organizational resources.
- Review invoices, contracts, vendor arrangements, and expenditures within the authority assigned to the position.
- Identify opportunities for operational efficiency and responsible cost management.

- Provide reports regarding content production, readership, audience growth, digital engagement, social media performance, and other established measures.
  - Maintain appropriate editorial, media, copyright, permission, and administrative records.
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## **COLLABORATION & ORGANIZATIONAL LEADERSHIP**

- Serve as an active member of the ORCM team.
  - Participate in staff meetings, strategic planning, and organizational initiatives.
  - Maintain strong working relationships with Regional Conference leadership.
  - Collaborate with pastors, administrators, communication directors, ministry leaders, and other stakeholders.
  - Represent Message Media and ORCM professionally at denominational meetings, conferences, conventions, churches, and community events.
  - Develop strategic partnerships that strengthen the visibility, credibility, content, and reach of Message Media.
  - Perform other responsibilities and special assignments as directed by the Executive Director.
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## **REQUIRED QUALIFICATIONS**

### **Education**

Bachelor's degree from an accredited college or university in one or more of the following areas:

- Communications;
- Digital Media;
- Journalism;
- Broadcasting;
- Film/Video Production;
- Marketing;
- Public Relations;
- Media Production;
- Graphic/Visual Communication;
- English;

- Publishing; or
- A closely related discipline.

### **Preferred**

Master's degree in Communications, Digital Media, Journalism, Marketing, Media Production, Business, Theology, or a related field.

An equivalent combination of education and significant relevant professional experience may be considered.

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## **PROFESSIONAL EXPERIENCE**

Candidates should demonstrate significant professional experience in several of the following areas:

- Digital content creation;
- Social media content and strategy;
- Video production;
- Journalism or editorial work;
- Multimedia storytelling;
- Photography;
- Podcast or audio production;
- Digital marketing;
- Website content;
- Publishing;
- Communications; and
- Audience development.

Experience should demonstrate the candidate's ability to personally create content, not solely supervise the work of others.

Previous experience coordinating writers, designers, photographers, videographers, freelancers, contributors, or other creative professionals is strongly preferred.

Experience within a religious, nonprofit, publishing, communications, media, or mission-driven organization is preferred.

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## **KNOWLEDGE, SKILLS & ABILITIES**

The successful candidate should possess:

- Exceptional storytelling ability across multiple media formats.
- Strong writing, editing, proofreading, and verbal communication skills.
- Demonstrated ability to create engaging digital and social media content.
- Working knowledge of video production and editing.
- Understanding of photography, visual composition, and visual storytelling.
- Familiarity with contemporary social media platforms and content formats.
- Understanding of podcasting and digital audio production.
- Knowledge of content-management systems and digital publishing.
- Ability to develop content appropriate for different platforms and audiences.
- Ability to conduct compelling interviews.
- Comfort appearing on camera and/or conducting on-camera interviews when required.
- Strong editorial judgment and commitment to accuracy and integrity.
- Ability to translate theological, cultural, social, and community issues into compelling, accessible content.
- Strong creative, organizational, project-management, and decision-making skills.
- Ability to manage multiple projects, platforms, contributors, and deadlines simultaneously.
- Understanding of audience analytics and digital performance measures.
- Strong interpersonal and relationship-building skills.
- Ability to work collaboratively within a faith-based, culturally diverse, and mission-driven environment.
- Ability and willingness to continually learn and adapt as media platforms and technologies evolve.

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## **CONTENT CREATION PORTFOLIO REQUIRED**

Because this position requires significant hands-on content creation, candidates must submit a professional portfolio or links to examples of their work.

The portfolio should include examples from at least three of the following areas:

- Video content;
- Social media campaigns or posts;

- Written articles or features;
- Photography;
- Podcast/audio content;
- Website or digital content;
- Graphic/visual content;
- Interviews;
- Multimedia campaigns; or
- Other relevant creative work.

Candidates should clearly identify their individual role in producing collaborative projects.

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### **SPIRITUAL & MISSION COMMITMENT**

Because Message Media is a ministry of the Seventh-day Adventist Church, the Editor & Media Content Creator must demonstrate a personal commitment to the mission, beliefs, values, and ministry of the Seventh-day Adventist Church.

The successful candidate must possess an understanding and appreciation of the history, ministry, and unique role of Regional Conferences within the Seventh-day Adventist Church.

The individual is expected to provide leadership consistent with Christian principles and represent Message Media, ORCM, Regional Conferences, and the Seventh-day Adventist Church with professionalism, integrity, and respect.

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### **LOCATION & RESIDENCY REQUIREMENT**

This is a full-time, office-based position located at the Office for Regional Conference Ministry in Huntsville, Alabama.

The successful candidate will be required to reside in the Huntsville, Alabama area and maintain regular in-person presence at the ORCM office.

Candidates currently residing outside the Huntsville area must be willing and able to relocate within a timeframe established by ORCM as a condition of accepting the position.

This position is not designated as fully remote.

Periodic travel will be required to capture stories and media content and to represent Message Media at Regional Conference meetings, churches, camp meetings, denominational events, conventions, interviews, promotional activities, and other assignments.

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## COMPENSATION & BENEFITS

This is a full-time, exempt position.

Compensation will be established in accordance with the compensation structure approved by the Office for Regional Conference Ministry and will take into consideration the successful candidate's education, qualifications, and relevant professional experience.

Eligible employees may participate in benefit programs offered through ORCM in accordance with applicable policies and plan provisions.

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## APPLICATION PROCESS

Qualified candidates should submit:

- A cover letter describing their interest in the position and their vision for developing Message as a multimedia ministry;
- A current résumé or curriculum vitae;
- At least three professional references;
- A professional media/content portfolio demonstrating relevant work; and
- Any additional materials requested during the selection process.

**Application materials should be submitted to:**

**Human Resources**

**Office for Regional Conference Ministry**

Huntsville, Alabama

**Email:** [stephaniescott@adventistregionalministries.org](mailto:stephaniescott@adventistregionalministries.org)

Please include "**Editor & Media Content Creator – Message Media**" in the subject line.

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## EQUAL EMPLOYMENT OPPORTUNITY

The Office for Regional Conference Ministry provides equal employment opportunities consistent with applicable federal and state law and the rights afforded to religious organizations.

As a religious organization affiliated with the Seventh-day Adventist Church, ORCM reserves the right, where permitted by law, to give employment preference based upon religion and to require employees serving in ministry-related positions to support and uphold the religious mission, beliefs, values, and standards of the Seventh-day Adventist Church.