

## COUNCIL FOR WORLD MISSION - Digital Content Editor

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### About this Role:

The **Digital Content Editor** is responsible for planning, production, and digital content development for CWM's digital platforms such as the website, YouTube and other social media channels. He/she has to assemble recorded footage into a finished product that matches the CWM's vision and message to its targeted audiences such as CWM member churches and ecumenical partners around the world.

Reporting to the Mission Secretary for Communications, the successful incumbent is a key member of the Communication team that enhances CWM's presence on its various digital platforms by strategizing and producing creative, sharable contents and increase audience's engagement.

### Key Roles & Responsibilities:

- Plan and schedule digital contents for publish on CWM Mission work in the organisation's digital platforms.
- Collaborate with team-members to generate ideas for various content platforms from editorial to social.
- Lead full video production process including conceptualization, storyboarding, filming and post-production edits, checking content for accuracy and cogency.
- Work closely with Content Creation and Programme Management Teams to assist with internal and external filming needs.
- Be able to shoot and edit a wide range video which include on-site events, vlogs, documentaries and narratives.
- Understand and stay updated with shooting styles, technical equipment and other production-related skills.
- Operate and be accountable for all camera and video equipment and accessories.
- Continuously conduct research on trending media techniques and content ideas.
- Photography for CWM events.
- Delegating tasks to in-house staff and freelancers and supervise contributors to ensure deadlines are met.
- Assign and coordinate digital content for web publishing on various internet platforms; maintaining quality across the platforms in order to increase CWM's presence and visibility.
- Maintain a positive work environment through active team participation and cooperation with co-workers/vendors.
- To undertake other tasks as may reasonably be expected and assigned by Line Manager.

### Required Skills and Experience:

- Minimum a diploma in Editing and Multimedia Productions and Videography.
- At least three (03) years of working experience with digital technology and editing softwares packages (Premiere Pro, Final Cut Pro or any industry leading video editing software).
- Understand production and post-production workflow from production to delivery.
- Able to set up and operate camera, sound recorder, lighting equipment and other production-related skills.
- Knowledge/experience in video streaming on relevant streaming platforms would be an added advantage.
- Strong team player who can work across teams to ideate, and able to work independently to manage workflow and meet deadlines.

**How to Apply:** Please email your detailed CV with current and expected salaries to [hr@cwmission.org](mailto:hr@cwmission.org)

### Council for World Mission LTD

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