



CAREER OPPORTUNITY

JOB TITLE: CONTENT EDITOR

LOCATION: ACCRA

EMPLOYMENT TYPE: 2-YEAR LIMITED TERM (SEPTEMBER 2024 - AUGUST 2026)

REPORTS TO: CEO, BOARD OFFICE OF STRATEGY EXECUTION

Established in 1955 with 38 students, GIS now provides world-class international education to 1,305 students, aged 3 to 18 years and representing 37 nationalities. Accredited by the Council of International Schools (CIS), New England Association of School and Colleges (NEASC) and a member of the Association of International Schools in Africa (AISA), GIS has earned a reputation around the world for providing holistic student development and academic excellence. The Primary curriculum is grounded in the English National Curriculum, Cambridge curriculum and the new Cambridge Early Years Curriculum while Secondary studies lead to Cambridge IGCSE and A-level examinations, with impressive results.

GIS provides a dynamic environment where our staff have the opportunity to demonstrate excellence in a safe multicultural environment. The School is committed to the educational excellence of our students through the selection and retention of highly qualified employees. We foster a climate of inclusion, dignity, and respect as well as the provision of meaningful professional development for the continued growth of our staff.

JOB SUMMARY:

We are looking for a talented, versatile, and meticulous individual to join our team as a Content Editor for a special 2-year limited term, from September 2024 to August 2026. This role is of particular importance as it is tied to the celebration of our 70th anniversary. The Content Editor will play a key role in creating and refining content that reflects our school's distinguished history and contemporary relevance, ensuring that our communications are engaging, accurate, and consistent with our brand voice.

KEY RESPONSIBILITIES:

Develop Captivating Narratives:

- Create compelling stories and content for digital platforms, print publications, coffee table books, and other traditional channels.
- Research topics, conduct interviews, and gather information to create authentic and engaging stories that resonate with diverse audiences.

Editing and Proofreading:

- Review and edit all written content for grammar, punctuation, spelling, style, and consistency.
- Ensure all materials are clear, concise, and compelling, aligning with Ghana International School's established voice and tone.

Digital and Multimedia Storytelling:

- Utilize digital resources and multimedia tools to enhance storytelling efforts and reach target audiences effectively.
- Adapt storytelling techniques to suit different formats and platforms, including social media posts, articles, and print publications.

Collaboration and Content Strategy:

- Work closely with cross-functional teams to brainstorm ideas, develop content strategies, and ensure brand consistency across different channels.
- Assist in developing and refining content strategies that highlight the school's unique historical strengths and current achievements.

Quality Assurance:

- Implement quality control measures to maintain the highest standard of content across all platforms and mediums.
- Incorporate feedback from stakeholders, editors, and audience engagement metrics to refine and improve storytelling efforts over time.

Innovation and Trends:

- Stay informed about industry trends, audience preferences, and emerging technologies to continually innovate and improve storytelling approaches.

Project Management:

- Manage multiple projects simultaneously and meet deadlines while maintaining high-quality standards for content creation.

Training and Guidance:

- Provide feedback and guidance to content creators to improve their skills and adherence to style guidelines.

QUALIFICATIONS

Education:

- Bachelor's degree in Journalism, English, Communications, or related field.

Experience:

- Minimum of 5 years of experience in storytelling, content creation, copy editing, or creative writing across various mediums.

Skills:

- Exceptional command of the English language.
- Strong writing and editing skills, with the ability to craft compelling narratives that resonate with diverse audiences.
- Familiarity with digital media platforms, multimedia production tools, and content management systems.
- Creative thinking and problem-solving abilities, with a passion for storytelling and connecting with audiences through narrative.
- Excellent communication and collaboration skills, with the ability to work effectively in a team environment.
- Attention to detail and ability to adapt writing style and tone to suit different audiences and platforms.
- Experience with project management and ability to prioritize tasks and meet deadlines in a fast-paced environment.

Attributes:

- Appreciation for and understanding of historical context and institutional legacy.
- Ability to maintain and enhance the voice and tone of a well-established institution.
- Passion for education and commitment to upholding the school's prestigious reputation.

Portfolio:

- Showcase of previous storytelling projects across digital and traditional channels is highly desirable.
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APPLICATION PROCESS

To apply for the Content Editor position at Ghana International School, please submit the following:

1. Resume/CV detailing your education and professional experience.
2. Cover Letter explaining your interest in the role and how your skills and experience align with our needs.
3. Portfolio of edited works and storytelling projects, including before and after examples, if available.

[Click here](#) to apply

DEADLINE FOR APPLICATIONS: June 17, 2024

Why Join Ghana International School?

- **Historical Significance:** Be part of an institution with a rich history and significant impact on education.
 - **Professional Growth:** Opportunities for professional development and growth within a supportive and collaborative environment.
 - **Community Impact:** Contribute to a school that values tradition while embracing innovation, positively impacting students and the wider community.
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Ghana International School is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive environment for all employees.