

JOB SUMMARY

Axis is a Christian nonprofit media company that connects parents to their teenagers. We encourage warm conversations between generations through a network of podcasts, our YouTube channel, video conversation kits, parent guides, and our email newsletters. Our resources are free for everyone thanks to a community of generous donors who help us reach the next generation for Christ.

Axis is seeking a highly organized, tenacious, galvanizing, and creative Managing Editor to oversee our content production process from end-to-end. **This role is 75% administrative/operational and 25% creative/content-focused.**

The Managing Editor will own the full production lifecycle — from idea development and brief creation to milestone management, cross-team collaboration, and on-time publication.

The ideal candidate thrives in project management, loves the word “deadline,” and cares deeply about the Axis mission. This is a unique opportunity for someone passionate about operational excellence and ministry to be an integral part of a mission-driven team equipping the next generation with a lifelong faith in Jesus.

JOB DETAILS

Job Title: Managing Editor

Status: Full-time, exempt

Department: Publishing

Reports To: Publisher

Team Schedule: 2 required in-office days per week at our Colorado Springs office with the flexibility to work remotely the remaining days

Summary of Benefits: Health insurance, dental/optical insurance, 403(b) match up to 3%, therapy benefit and monthly professional development opportunities

Salary Range: \$60,000-\$62,000

KEY RESPONSIBILITIES

Production/Project Management

- Own and manage the full content production workflow from approved concept to publication
- Translate ideas into clear, actionable creative briefs with defined goals, deliverables, and timelines that all stakeholders are aligned with
- Surface competing cross-departmental timelines and help facilitate aligning priorities
- Use a [Monday.com](https://monday.com) board, assign and track milestones to ensure projects stay on schedule
- Maintain and regularly update the publishing calendar
- Coordinate across writers, designers, video producers, and contractors
- Coordinate the content-to-marketing handoff, ensuring campaign-supported products are ready for successful go-to-market execution
- Lead production check-ins and proactively identify bottlenecks
- Maintain organized documentation and SOPs

Creative/Editorial

- Contribute to content ideation and strategic planning
- Provide line editing and copy editing support across projects
- Ensure voice, tone, and messaging align with Axis standards
- Contribute original reporting, research, writing, and editing across products, as needed
- Help shape content direction based on what resonates with parents and caring adults



SKILLS & QUALIFICATIONS

- Three or more years of experience in content production, editorial management, or project management
- Demonstrated experience owning projects from idea through delivery
- Strong organizational and time management skills
- Experience managing multiple stakeholders and deadlines simultaneously
- Excellent written communication skills
- Proven ability to create clear briefs and production plans
- Active, personal faith in Jesus Christ is required for this role. Axis is a Christian ministry, and all team members are expected to align with and affirm Axis' Statement of Faith
- Candidates must be authorized to work in the United States

Preferred / Bonus Assets

- Line editing and/or copy editing experience
- Background in digital publishing, media, nonprofit, or faith-based organizations
- Strong intuition for audience engagement and content performance

Note: This job description is a general outline of the key responsibilities & qualifications of the role at Axis. It may be modified or expanded to meet the evolving needs of the organization. To apply for this role, email your resume to heather@axis.org.

AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

Parents are the Solution • Dr. Christian Smith of Notre Dame: After spending two decades studying the religious & spiritual lives of American adolescents, the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens

Before Age 18 • 3rd Party Research Firm Excellence in Giving: 50% of adults who use Axis have

conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis**

Research: Calculating waking hours, time in school, & time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

