



Job Title: Resource Department Coordinator
Work Teams: Global Support Team, Operations
Reports to: Executive Director (ED)
Job Code: Full Time

Summary

Your audio production skills as Resource Department Coordinator will help connect more people to God's Word in their own heart language. You'll interact regularly with pastors, church leaders, and missionaries providing audio Bibles and other audio resources for short-term mission trips, for missions globally and for churches reaching people who need God's Word in audio. If you have a servant's heart, audio production experience, and a passion for people to hear about Jesus—apply today.

Essential Functions

1. Request Fulfillment and Inventory Management

- a. Responds quickly to all audio resource and audio device inquiries with requested information.
- b. Develops solid working knowledge of available language-specific audio Bible and Bible Engagement Resources from content providers.
- c. Reports regularly on audio Bible requests, inventory, and resource royalty usage.

2. Audio Production Support

- a. Provides support to national leaders in planning and executing audio (and potentially video / film) recording projects that share God's Word.
- b. Provides final audio mastering before recordings are loaded on devices.

The above duties, activities, or responsibilities may be supplemented periodically.

Study or Knowledge and Experience

- Bachelor's Degree, or equivalent experience.
- Technical and computer experience including but not limited to DAGs, audio recording equipment, Google GSuite, video conferencing, etc.
- Minimum of two years audio production experience; video / film production experience is a plus.
- Cross-cultural / multilingual experience is a plus.

Specific Employment Requirements

- Growing and active personal relationship with Jesus Christ, and involvement in a local church.
- Growing knowledge of global mission, and issues facing the global church.
- Personal qualities of humility and integrity.
- Keeps current on audio and video recording techniques, global language trends, etc.
- Excellent communication and relationship-building skills.
- Problem-solver with a proactive, results-oriented attitude in meeting goals and deadlines.
- Able to work autonomously, as well as in a collaborative team setting.

Work Environment

- Small, dispersed team environment.
- Environment can sometimes be stressful when meeting deadlines.
- Ability to serve, work, and communicate with others calmly and respectfully in crisis resolution or high-pressure situations.

Communication Requirements

- Comfortable working in multicultural, cross-generational, and multilingual environments.
- Detailed, clear communication is required with ED, partners, vendors, and others.

Stewardship of Resources

- Uses time effectively for assigned tasks.
- Recommends and implements changes for cost / time savings, and continual improvement.

Miscellaneous

- Occasional weekend or night work may be required.
- Provides training and oversight for volunteers as needed.

To Apply, Please Submit the Following to jobs@audioscripture.org

- Cover Letter
- CV / Resume
- Media portfolio, including written and audio projects
- Personal Statement of Faith
- Three references (one pastoral, one professional, and one personal)