



Terri Savelle Foy  
MINISTRIES

## MEDIA MANAGER JOB DESCRIPTION

Regular Office Hours: 8:00 AM to 4:30 PM

Position: Full-time salaried

### Primary Responsibilities:

1. Oversee media aspects of the ministry – broadcast, print, web, graphic design, resources
2. Coordinate pre-production, production, and post-production video/TV projects
3. Negotiate and communicate with vendors
4. Oversee direct mail campaign processes
5. Provide creative solutions for ministry objectives
6. Maintain, adjust, create web store resources and pricing
7. Manage audio/ebook creation and distribution
8. Create and schedule email campaigns
9. Assist with social media management
10. As a TSFM team member, participates in the success of TSFM's outreaches/events including, but not limited to:  
NEXT Conference – January  
RDC Vision meeting – January  
ICING Women's Event – September/October

### General Requirements:

- Must live a life that exemplifies biblical values
- High school diploma
- 5 years applicable working experience in digital media and production
- Strong sense of design and brand awareness
- Effective marketing experience
- Excellent verbal and written communication skills
- Proven leadership and team-building experience
- Highly self-motivated
- Detail-oriented and able to handle multiple priorities
- Able to work overtime on an "as needed" basis
- Understands audio and video standards
- Graphic design and video production/editing a plus
- Possess a "can do" and "whatever it takes" attitude
- Organized
- Provides solutions
- Consistent learner

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.*