



MEDIA MANAGER JOB DESCRIPTION

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

Position: Full-time salaried

Primary Objective: Build a quality media team that impacts millions of people and ensures all media-related needs of the ministry are developed and executed effectively with excellence.

Primary Responsibilities:

1. Oversee media aspects of the ministry – broadcast, print, web, graphic design, resources
2. Coordinate and execute pre-production, production, and post-production TV, podcast, video projects
3. Negotiate and communicate with vendors
4. Oversee direct mail processes
5. Provide creative solutions for ministry objectives
6. Develop and manage all A/V/L needs for the ministry
7. Manage resource creation and digital distribution (books, ebooks, audiobooks, courses)
8. Assist in marketing and copywriting as needed
9. Prepare, monitor, and evaluate departmental budgets
10. Other responsibilities as assigned
11. As a TSFM team member, participates in the success of TSFM's outreaches/events including, but not limited to:
 - NEXT Conference
 - RDC Vision meeting
 - ICING Women's Events

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
- 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, video, and print standards
- 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.