

# MEDIA MANAGER

I. Title: Media Manager

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: The Media Manager will carry out the initiatives and vision of the Charles Simeon Trust (CST).

IV. Definition: He shall report to the Director of Training. He also shall be an active member of the team and be responsible to the Director of Ministries, the Executive Director, and the Board of Directors.

V. Principal Responsibilities:

A. Chicago Course on Preaching

- with the Director of Training, oversee the production of marketing materials
- produce and distribute “Under Fire” videos and/or similar projects

B. Online Courses

- with the Director of Training, oversee the production of marketing materials
- assist Director of Training in producing Online Courses content
- assist in filming

C. Workshops on Biblical Exposition

- with the Director of Training, oversee the production of marketing materials
- edit and upload Workshop audio resources

D. Social Media

- manage and provide content for all social media channels
- create and post content on a regular basis
- respond to comments and message (as needed)
- upload and manage podcast distribution

VI. Other Responsibilities

- as assigned by Executive Director, the Director of Ministries, and the Board of Directors

VII. General Responsibilities

- shall dedicate himself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church



#### VIII. Qualifications:

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- bachelor's degree or equivalent experience in relevant field
- three years of relevant ministry experience
- proficiency in office software (productivity software, email, etc.)
- proficiency in web/print/video design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST