

**Job title** *Media Team Leader*  
**Reports to** *Operations Division Leader*

#### Job purpose

The Media Team Leader is responsible to oversee the design, creation, and edit of all communication mediums of CLUB1040, and manage the interdivisional demand and use of all media material.

#### Remuniation

Our missionary staff volunteers raise financial support to cover salary, benefits and ministry expenses. CLUB1040 can provide training to develop support. Reasonable expense reimbursements are available with prior written authorization.

#### Duties and responsibilities

The primary job duties and responsibilities of the Media Team Leader are to manage media projects from concept to completion for CLUB1040.

- Participate in CLUB1040 SHAPE Profile and Development program
- Recruit and develop volunteer Media Team members
- Curate Media Team members through CLUB1040 SHAPE Profile and Development program
- Manage interdivisional use and demand for communication product
- Maintain corporate image, color and graphic standards and continuity through all media products
- Identify cost saving processes and means of production and distribution
- Interact with third party service providers, creating and maintaining necessary service provider contacts.
- Create and maintain an interdivisional accessible library of media content and 'ready to use' graphics
- Manage the distribution across all channels of media content and track analytics and performance metrics
- Prepare and present oral and written reports as requested on effectiveness, market penetration, and conversion percentage of media product, as well as provide status reports for ongoing projects
- Support the Director and International Directors of CLUB1040 by attending all CLUB1040 meetings, events and training sessions as directed

#### Qualifications

The ideal candidate for Media Team Leader will possess the following minimum qualifications.

Qualifications include:

- B.A. in a media / design related degree program or 3 years' experience in a media titled job
- Proficient in photo and video editing software, (i.e. Adobe Photoshop, Final Cut Pro, After Effects, etc.)
- Excellent oral and written Communication and Presentation skills
- Ability to manage multiple tasks simultaneous

#### Working conditions

Media Team Leader will primarily work from home, but on occasion will be needed to attend CLUB1040 office briefings, events and extra local sessions.

#### Physical requirements

The position necessitates the Media Team Leader to sit for long periods, working in a computing environment.

#### Direct reports

Responsible to recruit, train and manage media savvy team members to assist in execution of assigned responsibilities.

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*NOTICE: This posting is for a volunteer missionary position and should not be considered as an offer for full or part time paid employment. In some cases, certain staff volunteers might be considered for employment; however, no such offer is guaranteed by acceptance of a volunteer position nor is it implied.*

**Approved by:** *Divisional Leader, Operations*  
**Date approved:** *June 23, 2016*  
**Reviewed:** *June 23, 2016*