

christianityworks

you have **God's Word** on that

Position Description

Digital Content Coordinator

July 2021

About the Position

The media ministry of Christianityworks has grown rapidly over recent years, particularly in the digital space, with its messages being broadcast/published on numerous websites (including our own) and digital channels.

For this reason, we are seeking to recruit a team member to be responsible for publishing and maintaining all of our digital content.

This will be someone with strong attention to detail and a passion for seeing the Word of God proclaimed to a whole new “digital” generation.

The Digital Content Coordinator (DCC) ensures that all existing program content is up-to-date and that new content is made available across all platforms in an accurate and timely fashion.

In addition, the DCC manages all incoming website comments, and assists with processing prayer requests on the PowerfulPrayer.org website. The DCC is also responsible for liaising with radio stations and coordinating program distribution.

The role is performed predominantly online and when required, by telephone, email, and post. Face-to-face contact is rare.

The DCC position is permanent, part-time (three days per week), and reports to Christianityworks’ Head of Operations.

Key Responsibilities

The key responsibilities of the position are to:

- Maintain the various radio/television/print/digital program production schedules,
- Upload all content and programs onto websites, FTP server and various third-party platforms,
- Manage the Christianityworks YouTube channel,
- Compile shipping notes and post program CDs to those stations who still require them according to the schedule,
- Setup, provide, and assist stations to receive programs electronically,
- Maintain and update radio station contact lists and broadcast schedules,
- Manage comments and assist with prayer requests that come through the various websites,
- Manage and renew all domain names held by Christianityworks,
- Other duties as directed from time to time.

Place and Hours of Work - Flexibility

The DCC position is permanent, part-time (three days per week), and reports to Christianityworks’ Head of Operations.

Some additional hours may be required from time to time, for instance, to cover for other staff members on leave. (There would typically be some notice when this is required.)

Technology enables a flexible approach to the place and hours of work.

The majority of the work could be undertaken remotely, meaning that the incumbent could live anywhere *within Australia*. Alternately the incumbent could work at Christianityworks' Bondi Junction office, located within easy walking distance of the train station and bus terminal. A mixed approach of remote and office-based work is also possible.

Work hours for this position are flexible too. For instance, the role could be performed over 2 full days and 2 half days per week.

All work location and time arrangements however would be negotiated and are subject to the approval of Christianityworks' management.

Measures of Effectiveness

Performance will be measured by the employee's ability to:

- Ensure all tasks are completed accurately and on time,
- Communicate effectively with radio stations, and provide sound, accurate assistance when needed,
- Integrate well with the small team and operate with a "can do" attitude of Christian service.

Necessary Skills and Abilities

The successful incumbent must have the following attributes:

- a passion for God, a hunger for intimacy with Him, and the desire to worship and obey Him in thought, word, and deed,
- a desire to grow as a disciple of Jesus Christ,
- the ability to learn quickly and remember details about organisations, people, systems and procedures,
- a strong administrative gifting,
- a strong grasp of digital content management,
- a proven track record in being highly organised and systematic, with the ability to manage large amounts of information consistently and accurately,
- excellent attention to detail.
- a strong command of the English language, spoken and written,
- the desire and ability to work flexibly as part of a small team,
- strong computer skills (especially MS Word and Excel), and the ability to quickly learn tasks associated with management of sound files and internet content,
- a passionate desire to be part of a ministry that sees countless lives transformed, as it proclaims the Gospel through the media,

- the ability to be flexible with work hours and work additional days when required.

Prior experience in working in the field of digital content management and in a WordPress environment is highly desirable.

Personal Conduct

The Digital Content Coordinator is a pivotal member of the Christianityworks team. As such, the incumbent must:

- Be able to affirm his or her adherence to the ministry's Statement of Faith (attached), as a prior condition of their appointment,
- Be a mature Christian who actively lives out their faith as a disciple of Jesus Christ,
- Understand that he or she is subject to the leadership and authority of the Head of Operations, the CEO and the Board of Christianityworks,
- Endeavour to lead a life of holiness and honour to the Lord,
- Observe appropriate dress standards, and
- Not undertake any behaviour in his or her personal or professional life, that may bring the ministry into disrepute.

Given the nature of the role within the context of the ministry of Christianityworks, any act or omission that in the view of the CEO contravenes the statement of faith or code of conduct, and/or brings or has the potential to bring the ministry into disrepute, may result in summary dismissal of the individual from the appointment.

About Christianityworks

Our passion is seeing millions of lives transformed, one by one, as we proclaim the Good News of Jesus around the world, through the media.

That's something that we've been doing since 1957 through radio and print, and more recently, television, internet, digital and social media. Each week millions of people in over 160 countries listen to or watch Christianityworks' radio and television programs (now in 9 languages) across Australia and New Zealand, the Pacific nations, Asia, Africa, Europe, North America and the Middle East.

Here at Christianityworks we teach the Bible in the media in a way that is both faithful to the Scriptures and intensely relevant to the life issues we all face.

You can find out more about the ministry at <https://christianityworks.com>

You can see what others say about the ministry at <https://christianityworks.me>

You can visit our prayer site at <https://PowerfulPrayer.org>

You will find our code of conduct here:

<https://christianityworks.com/about-christianityworks/code-of-conduct/>

You will find our whistleblower policy here:

<https://christianityworks.com/about-christianityworks/whistleblower-policy/>

Christianityworks Statement of Faith

The Bible

We believe that the Bible, consisting of the 66 books of the Old and New Testaments, is the revelation of God to mankind, is verbally and fully inspired by Him, is sufficient for the knowledge of God and His will that is necessary for the eternal welfare of mankind, is infallible and inerrant in its original manuscripts, and is the supreme and final authority for all Christian faith and conduct.

(2 Tim. 3:16,17; 2 Pet. 1:21; 1 Cor. 2:13; Deut. 29:29; 2 Tim. 3:15; John 10:35)

God

We believe that there is but one God, whose essential nature is that of a living, personal Spirit. He is infinitely perfect in all of His attributes, He is the creator and sustainer of all things, and He exists in three persons—Father, Son and Holy Spirit.

(1 Cor. 8:4; John 4:24; 5:26; Gen. 1:1; Col. 1:16,17; Matt. 28:19)

Jesus Christ

We believe that Jesus Christ is true God and true man; that is, He is fully divine and also fully human. He pre-existed eternally with the Father, was conceived by the Holy Spirit and born of the virgin Mary, lived a perfect life and died a substitutionary death for the sins of mankind. We believe that He arose bodily from the grave, that He ascended to heaven, where He is presently High Priest and Advocate for His people, and that He will return personally and bodily to the earth at the close of this age. He is the world's only Saviour and is the Lord of all.

(Phil. 2:5-11; John 1:1; Matt. 1:23-25; 1 Pet. 2:22; 1 Cor. 15:3; 1 Tim. 2:6; 1 Cor. 15:20; Heb. 4:14-16; John 14:3; Acts 4:12)

The Holy Spirit

We believe that the Holy Spirit is a divine Person, the third Person of the Trinity. We believe that He was sent from the Father by the Son to convict the world, to regenerate and indwell those who trust in Christ, to baptise them into the Body of Christ, to seal them for the final day of redemption, to guide them into truth, to fill them for a life of holiness and victory and to empower them for witness and service. We believe that He gives spiritual gifts to believers for the proper functioning of the Body of Christ, which is the Church.

(Acts 5:3,4; John 16:7-14; 3:5-8; 1 Cor. 2:9-12; 3:16; 12:3-13,28-31; Eph. 1:13,14; Acts 1:8)

Man

We believe that man was originally created by a definite act of God in His own image and is dependent upon and accountable to his Creator. Through disobedience, the first man sinned and fell from his original state of moral perfection. As a consequence, he brought upon himself and upon the whole human race the penalty for sin, which is spiritual and physical death. Since Adam, every person is born with an inherently sinful nature and becomes a sinner in thought, word and deed. Every person, therefore, stands under the just condemnation of God and is unable to save himself or to present deeds worthy of merit before God.

(Gen. 1:26,27; 2:7; Rom. 2:6-16; 5:12-21; 6:23; Matt. 5:20-48; John 3:36)

Salvation

We believe that a person is saved by God's grace alone, made possible through the shed blood of Christ, whereby He died a substitutionary death for mankind, and through the Resurrection of Christ. Salvation becomes effective when a person, by an act of faith, acknowledges Jesus Christ as his personal Saviour and Lord. The benefits of this salvation include the forgiveness of sins and a new standing before God, the impartation of new life and all the privileges that accompany a new family relationship with God. The assurance of salvation as a present possession is the privilege of every believer in Christ.

(Eph. 2:8,9; 1 Cor. 15:3; Acts 16:31; Rom. 10:9; Acts 3:19; Rom. 3:28; John 3:16; John 1:12; 10:28; Phil. 1:6)

The Christian Life

We believe that God expects every believer to live a life of obedience, in which every area of his life is brought under the lordship of Jesus Christ and the fruit of the Spirit becomes increasingly evident in his life. The goal of the Christian life is to be conformed to the image of Christ. This life is characterized supremely by self-giving love for God and for others. The life and character of Christ, which grows through the Holy Spirit, is noticeably distinct from the life of the world. A believer who resists the gracious working of the Holy Spirit and fails to grow in obedience is chastened in infinite love by his Heavenly Father so he may learn obedience.

(John 14:21; 2 Cor. 10:4,5; Gal. 5:22,23; 2 Cor. 3:18; Matt. 22:37-40; 1 John 2:15-17; Heb. 12:5-14)

The Church

We believe that the Church of Jesus Christ is the universal company of God's redeemed people, His Body, of which He is the head, His Bride, whom He loves infinitely, and His temple, in which He dwells. This universal Body of Christ is visibly expressed in local assemblies, whose purpose is to glorify God through worship, fellowship, instruction in God's Word, observing the ordinances and training in service to the world. The supreme task in the mission of the Church is to make disciples for Christ in all the

nations through the proclamation and teaching of the Gospel. The Church is also to demonstrate the love and compassion of Christ, through word and deed, in an alienated world.

(1 Pet. 2:9,10; Eph. 1:22,23; 5:25-27; 2:19-22; 1 Thess. 2:14; Eph. 3:6-10; Acts 2:42; Eph. 4:11-13; Heb. 10:25; Matt. 28:18-20; 26:26-29; 1 John 4:17)

The Future Life

We believe in the imminent return of Christ to take His people to be with Him and to judge and rule the earth in righteousness. We believe in the resurrection of the body for both believers and unbelievers. We believe that the believer goes to be with Christ in conscious blessedness immediately after death, having escaped the condemnation of his sins through the death of Christ. He will, however, stand before God to receive rewards for works approved by God or to suffer loss for works disapproved. The believer will live eternally in the immediate presence of God, while the unbeliever must face the eternal and holy Judge, who will sentence him for his sins. He will experience the punishment of eternal separation in hell from the presence of God.

(John 14:3; 1 Thess. 4:16,17; Rev. 11:15; 1 Cor. 15:20,23; Phil. 1:23; Rom. 8:1; 2 Cor. 5:10; Rev. 20:11-21:5; Rom. 2:11)

Satan

We believe in the personality and depraved character of Satan, who is the great enemy of God and man. We believe that he, along with the company of demonic beings serving him, works out his evil plans through the ungodly world system, limited only by the sovereign rule of God. We believe that he was judged by Christ at the cross and will ultimately meet his doom in the lake of fire, where he will remain eternally.

(Matt. 4:3-11; Gen. 3:1; John 8:44; Rev. 12:9,10; 2 Cor. 4:4; 1 John 5:19; Job 1:6-12; 1 John 3:8; Rev. 20:10)

Sexuality

Human sexuality is a part of God's design for humanity and as such, physical intimacy is a beautiful gift from Him. We believe that the only right and proper expression of this gift is exclusively between one man and one woman, who have been joined together as husband and wife in a lifelong bond of marriage. People who continue in sexual immorality (whatever its form) will not inherit the kingdom of God.

(Gen 2:22-25, Exodus 20:14,17, Mark 10:2-12, 1 Cor 7:1-3;10:8, Gal 5:19-21, Col 3:5)