



## Our Mission

To Globally Make Disciples, Develop Leaders, and Plant Churches.

# Digital Media Manager

## JOB DESCRIPTION

We're looking for a team player to help us continue to improve Open Bible Churches' digital presence with a strong emphasis on telling our story, including but not limited to social media, web, video, and design.

LOCATION:	Des Moines, Iowa
LEVEL:	Full time professional with salary and benefits
DEPARTMENT:	Communication
REPORTS TO:	President Randall A. Bach

## JOB SUMMARY

The Digital Media Manager works with the President and Communication Team of the Open Bible Churches (OBC) marketing department to provide support for OBC's online properties and communication initiatives. The functions of the team involve communicating OBC's message in a compelling way that informs and inspires people (Open Bible family as well as the general public) and moves them to be involved in our initiatives. To accomplish this goal, we use the communication tools of: online design/development, digital marketing, social media, and digital media as well as other supportive functions as they relate to digital content and development. The Digital Media Manager is also a digital futurist who monitors contemporary digital trends and future developments in order to advise the President regarding leveraging digital media for maximized fulfillment of Open Bible Churches' mission. More than just a job, this responsibility presents an opportunity to fulfill a call to serve God.

## RESPONSIBILITIES & REQUIREMENTS

### General

- Manage social media accounts and posts and manage web content

- Form digital strategy for new initiatives and events and work with the communication team to fulfill the strategy of how print, design, web, video, and socials can all work together
- Understand the audiences of each deliverable and look to the future for ways for OBC to digitally leverage technology
- Post *Message Online* articles, find/design featured images, cross-link to related articles, embed videos into articles, etc.
- Coordinate with the Global Missions Director and the OBC videography team for trips and desired deliverables of the trip
- Carry out specific projects as instructed by President Bach
- Work with Adobe Creative Cloud Suite (Premiere Pro, Audition, After Effects, etc.)
- Film and edit as needed and manage in-house studio
- Understand green screen lighting and subject lighting
- Understand Zoom video conferencing software
- Record Zoom interviews
- Record and edit audio for the *Better Roads* podcast
- Work with vendors for A/V needs at biennial national conventions
- Work closely with OBC volunteer videographers

## Web Development

- Create and manage pages on OBC's main website, *Message Online*, national convention websites, and Mission Venture Plan: [openbible.org](http://openbible.org), [openbiblemessage.org](http://openbiblemessage.org), [thrive21obc.org](http://thrive21obc.org), [missionventureplan.org](http://missionventureplan.org)
- Understand Google Analytics and how to best apply them to social media strategies
- Work with in custom, easy-to-use CMS as well as WordPress

## Social Media

- Post/schedule media posts (informative, inspirational, *Message* articles, *Better Roads*, etc.)
- Understand Facebook analytics and sponsoring posts
- Understand best practices and how people use Facebook and Instagram so OBC can leverage that understanding (or knowledge) to tell the story

## QUALIFICATIONS

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- Personal confession of Christian faith and commitment to the mission and vision of Open Bible Churches
- Passion to make a difference for Christ through God-given abilities and developed skills
- Creative zeal
- Team spirit that excels in celebrating “we” over “me”
- Organizational skills, including effective time management and prioritization of competing demands/multiple deadlines
- High attention to detail and ability to work independently as well as in a team environment
- Visual design skills and use of Adobe Creative Cloud applications

- Video/photography skills
- Experience with at least one CMS platform such as WordPress
- Understanding of audio recording and best practices for audio in a professional environment
- Understanding of video production in the field and in the studio

## HOW TO APPLY

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This is an opportunity to work in a Christian environment dedicated to a mission with global dimension. We believe in, communicate on behalf of, and support the collaborative efforts of affiliated Open Bible churches to globally make disciples, develop leaders, and plant churches.

If interested in joining this dedicated team, send a resume of your experience and skill sets, your statement of faith and relationship with Christ, and description of your passions to:

President Randall A. Bach  
rbach@openbible.org