

Assistant Producer and Project Specialist

Strategic Partnerships and Product Innovation
Position Description

Supervised by: Director of Product Innovation

Supervises: n/a

Status: Full time (40 hrs/week)/Salaried, Exempt

Location: InterVarsity Press (Westmont, IL)

To advance the purpose of InterVarsity Press, this person will support departmental-wide efforts in the areas of partnership and product innovation, oversee major administrative processes to increase the team's efficiency and effectiveness, and participate in the production of various multimedia and creative projects that contribute to IVP's overall growth and strategic plan.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Multimedia/Multiethnic Initiatives, Administration and Production:

Initiative #1: Seminary Now

- Assist with course launches and coordinate any needed internal efforts to support them
- Create workflows to improve course development process and to keep track of related tasks
- Arrange additional services as needed for author support during filmings
- Review courses in post-production and participating in the editing and finalization process in conjunction with the Director of Product Innovation
- Proof graphics sheets for all IVP-related courses
- Serve as IVP's internal marketing point person for Seminary Now

Initiative #2: Every Voice Now

- Manage the administration of Every Voice Now funding approval process
- Oversee administration of The Every Voice Now Podcast:
 - Invite and schedule guests and hosts
 - Prepare guests and hosts for interviews
 - Manage audio files and coordinate communication with sound engineer
- Participate in the production, editing, and promotion of The Every Voice Now Podcast:
 - Review episodes in post-production and provided editing notes for each draft
 - Coordinate with external vendors as needed to bring episodes to completion
 - Prepare files for hosting and distribution, including creation/editing of show titles and descriptions, transcripts, and guest bios and uploading all necessary file for release
 - Select quotes from each episode for use on social media; coordinate with CCE/Marketing staff to design and create images
 - Create soundbites for each episode to use on social media
 - Create schedule for social media posting and execute (if qualified)
 - Communicate with authors throughout process from scheduling to release
 - Participate in product improvement and assessment process with Senior Director of Product Innovation

Initiative #3: Additional Multimedia Projects

- New Product Development
 - Provide support as needed to the production and administration of tasks related to future new projects
 - Manage external/vendor communication as needed to ensure efficiency in workflows
 - Participate in formative processes to brainstorm, evaluate, and improve ideas for new projects, both within the department and also as a part of cross-departmental teams
 - Oversee and optimize processes to allow for efficient workflows and task scheduling with new projects

Strategic Partnership Initiatives, Administration and Production:

- Support the Executive Director, Strategic Partnerships, in building and utilizing external organizational partnerships to broaden awareness of IVP, strengthen its reputation, and expand its audience and influence
 - Create and update standard communication materials and messages
 - Streamline and automate communication processes
 - Monitor communication channels, respond to inquiries, and report concerns
 - Establish and nurture relationships with counterparts at partner organizations, especially with InterVarsity/USA
- Support the Executive Director, Strategic Partnerships, in building and utilizing internal, cross-departmental partnerships to advance IVP's annual and long-term objectives
 - Manage regular communication to internal partners
 - Manage assigned projects, identifying and including stakeholders
 - Triage and troubleshoot or escalate process problems and special requests
 - Research recurring needs, build consensus with affected internal partners, and propose solutions

Maintain Professional Growth and Development:

- Seek training and development in multimedia publishing, project management, and communications
- Learn and stay up to date with IVP sales policies and practices
- Become adept with IVP project management software and processes
- Become familiar with IVP's catalog of titles and seasonal new releases

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience is required
- A minimum of 4 years of publishing or equivalent experience
- Effective oral and written communication skills
- Strong editing skills; written, required; audio and video, preferred
- Strong administrative skills
- Ability to organize processes, records, and details
- Ability to take charge of tasks and work independently without close supervision
- Ability to develop procedures for doing work
- Ability to work under the pressure of deadlines
- Open to learn new concepts, methods, technologies, and skills

- Familiarity with social media experience a plus, but not required
- Working knowledge of Microsoft software applications (Word, Excel, Access, Outlook, and PowerPoint) preferred
- Demonstrated ability and commitment to work in a diverse team environment
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec 26-Jan 1, and National Staff Conference every three years (the year after Urbana), approximately Jan 2-7.

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)