



## Turning Point Ministries Job Description- San Diego Headquarters

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### Media Coordinator

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

*The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.*

#### Position Summary:

Assists with daily media services needs, research, database and records maintenance, media relations and financial reports for the Director of Media Production.

Hours: 8:00am-5:00pm  
Days: Monday - Friday  
Reports To: Jeff Larson, Director of Media Production

#### Essential Functions:

##### Media Services: Radio and Television

- Maintain and manage all information and communication with entities (stations and networks) that broadcast Turning Point Radio and Television Programs
- Maintain the Donor Direct Studio Enterprise Media database to ensure contract and program placements are accurate
- Initiate communication with and/or respond to media inquiries from new and existing media outlets in order to develop relationships and achieve strategic broadcast outreach goals
  - Assist with and facilitate timely media contract review, analysis and processing
  - Promptly facilitate promotional requests from media partners to support their "sharathons" and fundraisers / giveaways, thereby building Turning Point audience and audience engagement
- Interface with media agencies, consultants, and agencies of record to facilitate broadcast placements, traffic details, and trouble-shoot any issues or conflicts that arise
- Provide media services updates to various stakeholders within the organization, including but not limited to:
  - Provide contract updates to accounting and finance, keeping accounts payable in sync
  - Provide media placement information and/or instructions to production, creative, marketing, digital and social media teams
  - Draft and distribute important media announcements to the entire organization

- Maintain and regularly update media contact information and lists
- Create and maintain media schedules and calendars
- Assist with creation and presentation of media proposals and financial reports
- Assist with media information requests from other Turning Point departments

### Production

- Assist with pre-production, production and/or post-production communication and coordination for Turning Point events, television shoots, recording sessions, live productions and projects

### Qualifications:

- Bachelor's Degree or equivalent work experience
- Administrative or research assistant experience
- Financial experience
- Proficient in Microsoft Office (Word, Excel, Power Point)
- Ability to conduct thorough research and performance analysis
- Team player
- Detail-oriented
- Highly organized with ability to multi-task
- Utilize discretion and professionalism when handling highly confidential and sensitive information
- Knowledge of radio/television/publishing would be a plus
- Experience in media would be a plus
- Self-motivated
- Highly relational
- Possess strong people skills
- Ability to prioritize tasks coming from different departments
- Professional presence-exuding credibility
- Proficient grammar and writing skills
- Articulate, persuasive oral and written communication skills
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

### Other:

- Position is full-time, nonexempt, located at Turning Point's international headquarters in Lakeside, CA.
- Wages commensurate with experience
- Extremely competitive employee health and retirement benefit programs