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 “sharatons” 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