

## **Editorial Research and Archive Coordinator**

Full time – Hourly/Non-Exempt

The editorial research and archive coordinator will maintain database of Oral Roberts Ministries written, photographic and historical content. In addition, provides coordination and input of archived materials into ORM databases. If you have a positive attitude are detail oriented and resourceful, you may be a good fit.

### **Position Overview**

1. Scan and enter document data for transcripts, articles, and other published materials into content database.
2. Support editorial and media staff in retrieving relevant content through use of database or searching stored records.
3. Assist Creative Director with storage, maintenance and retrieval of photographs.
4. Scan records from various departments to create and maintain accessible long-term document storage and retrieval within database. This will include the scanning of large volumes of documents.
5. Provide office support to Director of Ministry Development.

High School diploma or GED required; related college or Bible college coursework helpful. A minimum of four years relevant work experience is preferred, as well as alignment with Oral Roberts Ministries core teachings of salvation, healing, the Holy Spirit and seed-faith.

Must be proficient in Microsoft Word and Excel with accurate keyboarding/data entry skills. Will be trained on other ORM database software. Experience with Content Central is a plus.

This position includes, but is not be limited to: sitting, standing, walking, climbing stairs, bending, kneeling, reaching, repetitive motion, use of step stools and ladders, using equipment requiring manual dexterity (10-key and/or computer), as well as lifting up to 25 lbs on occasion. Must have ability to bring objects into sharp focus, hear and verbally communicate clearly and distinctly and be able to read and write.

**To apply, go to [OralRoberts.com/employment](https://www.oralroberts.com/employment). Applications may be returned by email to [employment@oralroberts.com](mailto:employment@oralroberts.com) or dropped off at: Oral Roberts Ministries, 6201 E 43rd Street, Tulsa, OK.**