

## **RICHARD ROBERTS JOB DESCRIPTION**

**TITLE:** Testimony Production Assistant

**REPORTS TO:** Director of Creative Services

**DEPARTMENT:** Creative Services

**EMPLOYMENT STATUS:** Part-time

**FLSA STATUS:** Hourly/Non Exempt

**POSITION SUMMARY:** Contact partners by telephone, email and mail in response to their testimonies. Through conversations locate testimonies for television and editorial stories. Requires occasional availability for phone calls after usual business hours.

### **ESSENTIAL FUNCTIONS:**

1. Contact partners to follow up on reported testimonies. Interview and obtain full details of their story for editorial and television.
2. Prepare, send and track letters for mail/e-mail requesting testimonies and release forms.
3. Key testimonies into ministry database the testimonies for follow-up and to be featured in various forms of media.
4. Coordinate video calls with TV segment producer.
5. Follow up with partners with thank you notes and details of when their testimony may air.
6. Transcribe testimony story details for writers to use in articles, website and social.
7. Pray for partners if requested or follow up on their special requests.

### **EDUCATION, CERTIFICATIONS AND SPECIALIZED TRAINING:**

High school diploma or GED required. Bachelor's Degree in English, Journalism or other related field is a plus.

**EXPERIENCE REQUIRED:** One or more years of related work experience preferred.

**JOB SPECIFIC SKILLS AND KNOWLEDGE:** Must be a great and clear communicator, able to make partners feel comfortable and at ease telling their stories. Exhibit clear verbal, interpersonal and written communication. Proficient with Microsoft Word and keyboarding skills with accuracy are required. Basic knowledge of Microsoft Excel and other software programs is helpful. Must be self-motivated and have the ability to effectively balance/prioritize in the midst of a fast-paced office environment. Maintain confidentiality of all partner information and details.

**PHYSICAL REQUIREMENTS:** Will include but not be limited to sitting, standing, walking, bending, stooping, repetitive motion, reaching, twisting of upper body, and manual dexterity of use of office machines/equipment. There will be occasional exposure to paper dust/mites,

and electrical hazards associated with computer equipment. Light lifting up to 25 lbs may be required on occasion. Must hear clearly and distinctly and be able to read and write.

**WORKING CONDITIONS:** Must be able to perform the required job functions indoors, in a temperature-controlled environment either independently or within groups of people, in an organized and efficient manner, as required, under general supervision in fast-paced environment.

**MENTAL AND EMOTIONAL REQUIREMENTS:** Must be capable of working harmoniously with a diverse group of individuals, whether co-workers or partners. Must be able to understand, read and carry out verbal or written instruction. Must possess calm capabilities to multi-task and maintain deadlines in a sometimes fast-paced environment.

**HOURS OF WORK AND ATTENDANCE:** Work between 16-24 hours per week. Days & times negotiable. Must be able to take occasional partner calls “after business hours” to accommodate the partners availability. Position requires some hours each week onsite, but position can be hybrid allowing for remote work hours.

**LIFESTYLE:** Must adhere to the Code of Honor for Richard Roberts Ministries.

**POSITION REQUIRES THE FOLLOWING**

**BACKGROUND CHECKS:**

Criminal     Credit     MVR

**TRAVEL:**

Is Required     Is Not Required

**NOTE:** This description is to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration to describe duties does not prohibit the assigning of additional duties that may be similar in kind or in difficulty as needed. All employees could be required to perform tasks not listed on this description.