

JOB DESCRIPTION
MEDIA ASSISTANT OF M.E.E.T. MINISTRY

POSITION QUALIFICATIONS

1. A demonstration of a personal relationship with Jesus Christ and The Three Angel's Messages as revealed in Revelation 14:6-12 and the living out of the principles of health reform in the life as described in the Bible and Spirit of Prophecy.
2. An understanding of the purpose and mission of M.E.E.T. Ministry in light of the Three Angel's Message.
3. A knowledge and understanding of the Biblical principles governing Christian Media, ministry and its importance as the educational foundation.
4. Must possess integrity consecration, intelligence, industry, energy and tact.
5. Must be at least 18 years of age.
6. Must have previous training and/or experience in the media work.
7. Must possess/display strong decision-making skills with proper time management and planning skills and follow those already in place.
8. Must be confident in communication and people skills.
9. Must have an understanding of the principles of health reform as revealed in the Bible and Spirit of Prophecy.
10. Must be willing to travel.
11. Must be in agreement with the doctrinal position of M.E.E.T. Ministry. (See attached sheets).

SPECIFIC AREAS OF RESPONSIBILITY

1. To assist the Media Manager in seeing that the purposes and the mission of M.E.E.T Ministry's Media education efforts are carried out according to the principles and standards as outlined in the Bible and Spirit of Prophecy.

2. To assist with the general media management, including planning, recording, editing and developing new programs.
3. To assist in developing and implementing procedures that will increase efficiency and minimize waste and interruptions within the media.
4. Assist in scanning the media marketplace to keep up-to-date on the latest media trends.
5. Assist in monitor online and offline campaigns and reports on results.
6. To attend managerial and general staff meetings.
7. To carry out the directives of the Media which are applicable to the Media Assistant's position.
8. To communicate pertinent information regarding the ministry with the Media Directors.
9. To assist in maintain a clean and orderly workplace such as media room and edit bays.
10. To work with the Media Manager and Director in developing and implementing a program of community outreach using media.
11. To follow the procedures as delineated in the procedure book for M.E.E.T. Ministry.
12. To work in other areas of the ministry as the need arises.

WORK SCHEDULE

The Media Assistant is to work seven hours a day, Monday through Sabbath, in the media program. It may be necessary at times to work longer hours for the completion of a project or deadline. Depending on the ministry event and other factors, the Media Assistant's work schedule may be flexible.

ACCOUNTABILITY

The Media Assistant is primarily accountable to the Media Director.