

I. Operations Specialist (Bi-lingual – Spanish / English)

Reports to: Chief Operating Officer

A. JOB OVERVIEW

The Ability to Share the Gospel of Jesus Christ with Others

First and foremost, the Operations Specialist must be able to effectively minister and communicate to listeners and others in the community the heart of what it means to follow Jesus Christ wholeheartedly. This must come, not simply from head knowledge, but from a vibrant and active daily walk with Jesus Christ as personal Savior.

The Operations Specialist is to assist the Chief Operating Officer in overseeing the finances and development systems of the ministry. It is of utmost importance that the Operations Manager follow the Biblical principles of integrity, honesty and trust, as laid forth in the Bible. (Proverbs 28:18, Proverbs 20:7, Proverbs 11:1)

B. RESPONSIBILITIES AND DUTIES

1. Leadership

- Meet with the COO on a weekly basis to provide financial, personnel and ministry updates and keep them apprised of any significant issues, challenges or opportunities.
- Participate in weekly staff meetings.
- Lead staff prayer times and lead devotion times on occasion, based on the Holy Bible.

2. Bookkeeping and Financial Accountability

- Post all checks
- Take the daily mail deposit to the bank
- Oversee Donor Database deposits (cash, check, credit card, recurring auto-gifts, stock, and gift-in-kind).
- Keep donor account information updated.
- Generate deposit records
- Assist in delivering and Picking up monthly financials from outside accounting firm.
- Assist in scanning and filing hard copies of monthly received from accountant.

3. Building and Grounds

- Assist with the building and grounds issues to contact the contractors, etc.
- Assist in managing sales and solicitation calls regarding utilities, services, etc.
- Assist in managing internal requests for building and grounds.

4. Prayer Web Initiative for Fuzión

- Manage
- Filter

5. Maintain Generator Reporting/Maintenance

- Monitor Weekly/Monthly Generator Reports
- Contact Service Providers for Generator Maintenance
- Contact Service Providers for Propane Maintenance

6. Royalty Reporting

- Assist with ASCAP/BMI reporting.
- Assist with SoundExchange reporting.

7. Business Underwriting System Management (Natural Log)

- Scheduling
- Running the software system

8. Oversight of On-Air Fuzión Fundraiser Volunteers

- Proper screening of data entry volunteers
- Effective training of data entry volunteers
- Oversight of data entry volunteers
- Quality control of all donor data entered by volunteers
- Answer calls and enter pledges during on-air fundraisers.

9. In-House Expert of Donor Database

- Expert at maximizing the potential of our donor database
- Ensure that we stay current with software changed to our donor database
- Ongoing maintenance of donor database to achieve maximum effectiveness
- Keep staff trained and updated on changes to donor database
- Handling all donor giving cancellations in our donor database

10. Music Master Music Log for Fuzión.

- Assist in scheduling on air content using Music Master.
- Stay up-to-date on scheduling and training in Music Master.

11. First Impressions

- Cover the front desk and phones when Director of First Impressions is unavailable.
- Greet guests in a warm, engaging and Christ-like manner
- Answer station phone calls in a warm, engaging and Christ-like manner.
- Have ability to share Jesus Christ with people by leading them through the plan of salvation
- Ability to point people to biblical resources in a loving and caring way.

12. Other Responsibilities

- All members of the EMG ministry team are expected to work together as a team and jump in where needed.
- Other duties as assigned by Chief Operating Officer.

C. QUALIFICATIONS

- Bi-Lingual (Spanish and English)
- Keyboarding: 50 wpm (minimum)
- 10-key: 8,000 kph (minimum)
- Proficient in QuickBooks, database management, Microsoft Excel, Word and Outlook.

II. Fuzión On-Air Host – (as needed)

Reports to: Encouragement Media Group Vice President of Programming

A. JOB OVERVIEW

This position may contribute to the on-air hosting duties as needed.

The Ability to Share the Gospel of Jesus Christ with Others

First and foremost, the Fuzión On-Air Host must be able to effectively minister and communicate to listeners and others in the community the heart of what it means to follow Jesus Christ wholeheartedly. This must come, not simply from head knowledge, but from a vibrant and active daily walk with Jesus Christ as personal Savior.

The chief aim of the On-Air Host is to utilize our airtime to effectively develop an encouraging relationship with our listeners that glorifies God and points them to Jesus Christ.

B. Show Host Responsibilities and Duties

1. Show prep

Gather, read, print, and utilize show prep material from the Bible, local news sites, the web, and daily life experiences so that we can effectively point people to Jesus Christ.

2. Promotions/Community Connections

- Serve as an emcee at station-sponsored events and community events.
- Attend all Fuzión designated events, concerts, live remotes.
- Regular correspondence with listeners, donors, industry and community leaders to best represent the ministry from a Christ-honoring perspective.
- Conduct tours of the studios, as needed.

3. Voice Tracks

Prepare and produce pre-recorded voice tracks, as needed.

4. On-Air Show

Share scriptures from the Bible every hour. Encourage and uplift audience six times (or more, if directed) an hour in a clear, communicative manner with light-hearted, family-friendly conversation and commentary covering a variety of subjects from Christian faith to family relationships, current events, news, weather, and local topics of interest. Utilize effective storytelling to grow audience.

5. Show Flow

Answer phones, produce and schedule on-air contests and audience interaction.
Maintain forward momentum to keep your show moving and the energy up.

6. Show Content

Coordinate content and flow of the show, regarding interviews, promotions, phone calls, and last minute changes.

7. Interviews

Prepare, schedule, and produce interviews with Christian musical artists and community leaders as directed by Fuzión Program Director.

8. PraiseShare Hosting

Provide on-air hosting during our on-air fundraising drives from a Christian perspective

9. Continuing Professional Improvement

Attend other seminars, classes, and conferences pertaining to ministry/industry growth, as needed.

10. Social Media Interaction

Under the direction of the Fuzión Outreach Director, engage the Fuzión audience through social media, blogs and video to deepen the relationship with our listeners and expand our ministry.

11. Other duties

Other duties as assigned by Fuzión Program Director or EMG VP of Programming.

III. Ministry Qualifications

- A born again believer of Jesus Christ with a strong and growing walk with the Lord (Romans 3:23, Romans 6:23, Romans 5:8, Romans 10:13, Romans 10:9-10)
- A heart for service, with Jesus Christ serving as our example (John 13:1-17)
- Committed to uphold and integrate the Encouragement Media Group model of pointing people to Jesus as a core process and belief. This includes communicating the heart of the Gospel while with listeners in person, by phone, social media, letter or other form of communication. (Mark 16:15, Psalm 96:3)
- Willingness and eagerness to pray to God the Father, through His Son Jesus Christ, verbally (out loud) for and with fellow staff members, listeners and people in the community.
- Ability to answer basic questions about the Christian faith and explain to someone how they can become a Christ-follower
- Agreement with and a willingness to hold to the Encouragement Media Group Statement of Faith in both belief and practice
- Willing and committed to hold to the policies described in our employee manual
- Willing and able to lead and participate in required staff prayer times and Bible-based devotionals in the context of our beliefs as outlined in our Statement of Faith

Encouragement Media Group Operations Specialist
Job Description



- Commitment to be active in a local Bible-believing church, recognizing the importance of such a commitment. (Hebrews 10:25, I Timothy 5:17)

C = Constantly (At least Daily) **F** = Frequently (At least Weekly) **O** = Occasionally (At least Monthly) **R** = Rarely (Annually)

*Essential Physical Effort / Working Conditions Marked with an asterisk *

Physical Demands:

Vision/Sight/Hearing:

Physical Strength:

Standing*	F	Vision-Far Acuity*	F	Sedentary Work*	C
Walking*	F	Vision-Near Acuity*	C	Light Work*	C
Sitting*	C	Vision-Depth Perception*	C	Medium Work	F
Lifting*	F	Vision-Peripheral	C	Heavy Work	F
Carrying*	F	Color Vision*	C	Very Heavy Work	R
Pushing*	O	Listening*	C	Amount / pounds lifted*	50
Pulling*	O	Hearing Acuity	C	Amount / pounds carried*	40
Climbing	O	<u>Environmental Conditions:</u>			
Balancing	O	Extreme Cold	R		
Stooping	O	Extreme Heat	R		
Kneeling	O	Temp Changes	R		
Reaching*	F	Humid	O		
Fine-Motor Handling*	C	Noise*	F		
Time-Sensitive Reactions*	C	Vibration	O		
Feeling*	C	Work Alone and Around Others*	C		
Talking*	C	Time-Sensitive Deadlines*	C		
Rep. Motion*	C	<u>Travel Requirements:</u>			
Eye / Hand Coordination*	C	Local day trips*	C		
Eye / Foot Coordination	F	Overnight	O		