

Content Archiving Coordinator

Job Description

- Obtaining and verifying files from translation and resource development teams
- Naming and organizing files
- Backing up and maintaining backups of files
- Providing quality control & checking for completed translation work
- Training / writing curriculum for translation teams on good file management and workflow
- Packaging files as needed; for example, creating packages of translations for specific resources are requested by partner
- Creating templates for physical distribution (USB drives, Micro SD cards, DVD, local wireless distribution, etc.)
- Managing all types of bulk file transfers (FTP, torrents, dropbox, physical media, etc.)
- Uploading scripture to DOOR website, YouTube, etc.
- Works with distribution companies to coordinate transfer and shipping of DOOR content for distribution
- Research and adapt new technologies and methods

Qualifications

- High confidence in general IT, file management, storage, backup, and transfer skills, peer to peer and cloud solutions experience file sharing a plus
- Excellent organizational skills and attention to detail
- Good interpersonal skills, professional presentation
- Able to demonstrate creative solutions to unique challenges
- Preferably knows a Sign Language or demonstrates willingness to learn and interact with Deaf individuals