

Distribution and Publishing Coordinator

Job Description

- Managing relationships with international publishers and distributors, approaching new publishers (this responsibility will likely be shared with the content archiving coordinator)
- Managing relationships with national organizations (translation teams, Bible societies, etc.) to make distribution plans, write agreements, and follow through on those commitments
- Writing distribution and publishing agreements, and keeping track of those agreements
- Arranging file transfers to publishers and distributors, working closely with Content Archiving coordinator to accomplish transfers in a timely manner
- Working with the master list committee
- Investigating new publishing and distribution techniques (wifi hotspots, web hosting, apps, etc), working with the IT department and Content Archiving Coordinator to deploy
- Attending media distribution conferences and publishing events, researching and promoting DOOR content
- Working with translation teams to make and meet local and regional translation publishing and distribution goals (prepping for celebrations and physical distributions, working to create localized websites, etc.)
- Gathering data (Using data from surveys if available) from translation teams and local churches/fellowships about distribution effectiveness
- Works with and coordinates with local organizations (Deaf Schools, Deaf clubs or organizations) to distribute materials.
- Trains local teams in distribution methods.

Qualifications

- Excellent interpersonal and communication skills
- Deaf (preferably)
- Needs strong sign language communication skills, international experience a plus (will be working with Deaf from many different countries and regions with different languages)
- Strong experience in writing MOU's / partnership agreements
- Strong experience in managing multiple relationships and following through on commitments
- Experience with giving training workshops or seminars, preferably in a sign language
- Experience developing curriculum is a plus
- Must be willing to travel