

Middle East Media Personnel Needs

Middle East Media is seeking individuals from a variety of backgrounds and experience levels who have a heart for the MENA region to join us for at least one year as we seek to transform lives through media. All applicants must be committed to the purposes and values of Middle East Media. All positions are self-supported unless otherwise indicated and located as noted. Applicants from the region are highly desired, and while knowledge of Arabic is not essential, it would be helpful.

For further information on any of the positions described below, please contact Terry Zimmer at [director.usa@mem.org](mailto:director.usa@mem.org). or Jolita Paton at [euro.dir@sendsafe.org](mailto:euro.dir@sendsafe.org).

Please visit our website as well [www.mem.org](http://www.mem.org) to see our latest prayer and praise reports as well as updates on the many projects that we are currently working on in the region.

North Africa Office

Long-term positions (minimum of one year)

* MEV communication support: A native English speaker who can help write documents/proposals/reports that are needed to communicate to our home offices and/or international donors.  Perfect English and good writing skills are necessary. Experience with grant writing is an advantage. Confidentiality is a must.
* Social media specialists: Our North Africa team needs to become efficient in using social media for our outreach programs. We need everything in this field; starting from what is called in the market “influencers”, to digital marketing, to administering our current social media platforms and improving them, to starting new ones to access the young people of this region. Other technical specializations in this field can include people who work on the SEO (Search engine optimization) to assure that our website stays high on the list of search results.
* Professional 2-D illustrators: We are receiving more requests for 2-D, motion graphics/ info-graphics type projects. As most of these projects are overtly Christian, a trusted professional is needed for a short or long -term period.

Short Term Positions (one-two weeks)

* Technology/media consultants: We need a professional who can look at our media production mechanisms and advise if this is the most updated/affordable way to go about it. But we need someone to have an eye on our working mechanisms and link us to the advanced media technology tools available today given our financial capacity.
* Media trainers: Media professionals who are strong believers are needed to come to Cairo to train groups on the various tracks of media; scriptwriting, camera-shooting, video-editing, 2-D animation, 3-D animation, acting, graphic designing, TV production, audio-engineering, dubbing or language replacement, social media, digital marketing, etc. These training courses are widely advertised on our side and bring trainees from across the region because a “professional foreigner” is a huge attraction.
* Computer Programmer: Our animation team is in great need of the help of a person who is a master of the computer programming language called “Python” who can help them integrate it with their current animation software “Maya”.  The integration of those two components correctly can speed their “pipeline” work tremendously.

Gulf Region

Long Term Positions: Minimum one year

* Operations and/or Business Manager in the Gulf Region

Ideally this person has an entrepreneur personality, responsible to ensure the effective growth of the business operation. This includes being responsible for Human Resources, legal and Administrative issues; as well as Finance/ Accounting and Information Technology. May also work with the Business Development Director in marketing and sales as needed

* Administrator/Administrative Assistant

Will assist the ministry team in all areas possible, enabling them to perform their jobs professionally and efficiently to meet clients’ needs. This will include both inside and outside coordination of communication. Depending on gifting likely support training events.

* TV/Film Directors/Producers/Editors

Professionals with proven track records and production reels are needed. Must be able to mentor and communicate well and create and develop ideas, concepts and complete television/film productions. These professionals will work on local productions.

* Webmaster/Programmer:

Oversee, and manage the Gulf team’s website, including video and audio streaming, bulletin board, etc. This person could be the same person as our Technical/IT Coordinator if his/ her skill sets fit.

* Technical/IT Coordinator:

Ideally this would be an all -round “tech” person responsible for IT support as well as media equipment (camera’s, etc.) for all areas of the company. He/she will provide specialized IT support for animation and graphics, podcasting and internet streaming, act as a webmaster, build and maintain an IT library, network systems, and special projects. Knowledge of social media platforms and how to increase engagement is essential.

* Artists in Residence:

TV/film professionals in all areas of the profession, that will work for but complete work within the local media market company structure while mentoring and involving teens in film productions.

* Marketing and Accounting

This person will handle all financial duties in the Gulf and help develop a marketing plan for the organization.

* Communications Director

This position requires someone who is highly proficient in writing in English to write proposals, communicate with donors, communicate Gulf prayer and praise items to UK office, attend meetings and conferences, and speak before donors or potential donors as needed.

International Office

All international positions require a commitment to the purposes and values of MEM and a demonstrated ability to work cross culturally, ideally with some exposure if not experience with Arab and Middle Eastern cultures.

* International Development Director:

The International Development Director (IDD) will coordinate the overall efforts for securing all needed resources for MEM’s ministries across the various teams and will originate and lead MEM Development practice, objectives, and International Branding to ensure that MEM maintains a unified approach, with the flexibility for specific needs and communication styles within a specific region or home office sphere. The IDD will also ensure that the overall infrastructure is in place to develop resources and will maintain excellent ongoing relationships with resources partners.

* International Administrative Assistant: IAA

The IAA will assist the International Office and Director in all areas administratively. He or she will correspond with partners, Arab team field offices and support offices, draft reports and create spread -sheets for financial reports. The IAA will also be able to coordinate digital/virtual communications in shared online spaces.  Excellent organizational, computer and online skills are required. The ability to travel internationally on occasion is also a necessity. Ideally, this position will be in the Denver, Colorado area.

MEM Distribution Ministry

The goal of this role is to enable the expanded use and thus impact of MEM materials both within the Middle East and with non-Arabic speaking ministries. This will be by making existing

media and other resources accessible both for review and ultimately for ministry distribution. Two elements or skill sets are needed for this role that could be filled by one or two people. Both require organizational skills and the ability to take initiative to develop a new ministry activity within MEM.

* Partner/Client relations: To be able to promote and make MEM materials known to potential interested partners, provide review materials, oversee creation of and modify distribution agreements, follow up with partners use of materials and provide feedback to the teams. Coordination of material with field teams regarding what materials are available for what markets and on what conditions. This will include the creation of informational materials that need to be available in both Arabic and English. This is a combination of promotion, relational and administrative detail skills sets with great people skills to find groups around the world that can use our materials as well as find new, cutting edge ways of distributing them.
* Technical and Product management: Responsible to collect all existing and ongoing program in digital format, ensure they are in the correct quality level for review and distribution copies, and posted in secure online locations to which selective access can be given. Includes delivery of final materials, which include video, stills, scripts in appropriate language, etc. Knowledge of, or willingness to learn media formats, online platforms and general technical ability is required.

Knowledge of Arabic would be ideal, in at least one of these roles.

* Message Sphere Coordinator:

The Message Sphere is a means by which all the various media groups in the region will broadcast the same topic or theme so that the target audience will have a variety of ways of hearing similarly themed messages.    
The coordinator will maintain a list of the names of the organizations who participate in the Sphere and handle all communications between the various partners. In addition, the coordinator will determine the topics and duration of the messages to be broadcast.  He or she may need to be able to speak Arabic as some of the partners may not be English speakers.

* Regional Media Partner/Team Coordinator:

This position requires someone who has a thorough understanding of the needs of the people of the region and who can communicate between various groups in a variety of countries to put together individuals for mutual benefit.  Knowledge of both English and Arabic is essential.

All positions current as of July 2018