

**MST Project**  
Multimedia Job Description

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**Position Title:** Multimedia Manager

**Supervisor:** MST Project Leader

**Work Hours:** Dependant upon status (i.e. volunteer, short-term / long-term staff)

**Minimum time commitment:** 3 months +

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**Summary of duties:**

You are responsible for the development and creation of MST Project multimedia materials including brochures, podcasts, business cards etc. You are responsible for updating various social networking sites.

**Essential job functions:**

- Review MST Project Staff and Volunteer applications.  
*(Reads over MST Project applications regarding potential new staff and volunteers. Reviews and prays over applications with other staff to determine acceptance)*
- Design and oversee MST Project promotional materials.  
*(Creates multimedia such as brochures or PowerPoint presentations and ensures effective display and usage of such material)*
- Develop and create MST Project podcasts.  
*(Brainstorms, storyboards, records, posts, and upkeeps podcasts and other online audio material)*
- Maintain and update videos and podcasts on the MST Project website and iTunes.
- Maintains MST Project social networking sites (Facebook, Twitter, YouTube, Stickam).  
*(Updates websites during times of outreach and monitors them for comments; monitors Stickam live stream)*
- Creative and intuitive MST Project ideas and development.  
*(Brainstorms new ideas for better outreach methodology with other staff)*
- MST Project staff responsibilities as described in the staff manual.
- Some travel time required.  
*(Potential trips around Thailand i.e. Phuket, Pattaya, or to other potential areas where MST Project is hoping to expand i.e. Cambodia, Singapore)*

All staff are expected to adhere to the rules, guidelines, and procedures as presented in the *Staff Manual* and to achieve a standard of work ethic as described in the *Initial Staff Review*.

**Qualifications:**

- Male or Female (18 years +).
- Knowledge of social media websites.
- Proficient in graphic design programs such as Photoshop and Indesign.
- Ability to plan and record new podcast productions.
- Good command of the English language.
- Thai language schooling based upon the requirements of the YWAM Thailand Culture and Language Phase.
- Ability to stay up late during nights of outreach.