

International Manager, Theo Global

JOB DESCRIPTION

POSITION SUMMARY

Sola Media is seeking a full-time Manager for Theo Global to facilitate the planning, execution, and growth of our international initiatives to get the gospel right and get the gospel out.

The ideal candidate will have a proven ability to communicate and to operate effectively cross-culturally and domestically. This role will be instrumental in growing the efforts of Sola Media in serving and doing theology together with the global church. The nature of this role requires attention to detail, a balanced approach of learning and listening with an entrepreneurial mindset as well as exceptional organizational and interpersonal skills.

The Theo Global Manager is responsible for the following areas:

- **Planning and coordination of Theo Global conferences and events**
- **Building out the Theo Global website and web-portal for professors around the world**
- **Managing projects and timelines for Core Christianity Arabic**
- **Procuring the incorporation of international content within Sola's brands and expanding Sola Media content's reach internationally**

REPORTS TO CHIEF OPERATING OFFICER

LOCATION SAN DIEGO, CA
THIS IS AN IN-OFFICE POSITION

**Core
Christianity**

**White
Horse Inn**

**Modern
Reformation**

**Theo
Global**

KEY DUTIES AND RESPONSIBILITIES

Working closely with the COO and CEO, provide overall management to the international projects of Sola Media which do theology together with the global church. Coordinate and execute at least five international events annually for theologians. Collect, compile, and share a digital library of theological resources with professors around the world through Theo Global's website and web-portal. Develop relationships and comprehension of topics and themes related to Theo Global's global network of scholars and theologians. Manage processes, timelines, and projects to develop and distribute strategic content through our Arabic-language Core Christianity project. Coordinate the inclusion of content from international theologians within Sola Media's other brands, especially Core Christianity and Modern Reformation. Identify and realize opportunities to expand the reach of Sola Media's content to international audiences.

Travel Requirements: It is anticipated that this position will require 3-6 weeks of international travel per year.

QUALIFICATIONS AND EDUCATION

- Education/Experience: Bachelor's degree required. Masters level degree preferred
- Proven management experience in international projects, event-planning, and partnerships.
- Requires exceptional interpersonal skills with cultural sensitivities and the ability to contextualize verbal and written communications to fit cross-cultural communication needs.
- Experience with and ability to travel to majority world countries.
- Works effectively as part of a team; listening to, interacting with, and accepting ideas from teammates and stakeholders. Communicates with leadership.
- Works effectively independently; prioritizes and plans work activities, uses time efficiently, follows guidance and completes assigned tasks completely, correctly and on time, identifies solutions, and develops realistic action plans.
- Adapts to changes in the work environment and plans; manages and assesses competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Advanced ability level to work within and administrate digital platforms and communications
- Familiarity with translation and publication industry best practices and principles.
- Essential computer skills: Proficient use of MS Suite, particularly Word and Excel; email and web searches. Ability to manage workflow and work effectively in platforms and applications. Able to type 45 wpm.
- Applicants should be in agreement with the goals and values of Sola Media (<https://solamedia.org>).

- Conduct personal and professional behavior according to biblical values and the biblical lifestyle upheld by Sola Media.
- The individual should be a member in good standing in a Bible-believing church, preferably from a reformational heritage.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to lift up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship.

It is the policy of Sola Media to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Sola Media prohibits any such discrimination or harassment. All reasonable efforts will be made to protect the confidentiality of candidates.

For interested candidates, please submit your letter of interest and resume to hr@solamedia.org with attention to Adam Smith, Chief Operating Officer.

JOB DESCRIPTION DISCLAIMER

The above job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned and are subject to the standard Sola Media confidentiality agreement.

Employment with Sola Media is at-will. Sola Media may exercise its at-will rights at any time for any lawful reason unless a written employment agreement exists with Sola Media that provides otherwise.

ABOUT SOLA MEDIA

Sola Media—through Core Christianity, White Horse Inn, *Modern Reformation*, and Theo Global—endeavors to faithfully proclaim the truth of God’s word all over the world in accessible and meaningful formats. We serve as a resource for churches and individuals, equipping them to proclaim truth.

Since our founding 1990 by Dr. Michael Horton, we have expanded from our original White Horse Inn radio show on KKLA in Los Angeles to a multimedia platform downloaded and distributed millions of times and in over 200 countries.

Our work is rooted in Christ and his gospel as proclaimed in the Scriptures, articulated in the Christian confessions, and summarized in the five Solas of the Protestant Reformation: Scripture alone, by grace alone, through faith alone, through Christ alone, and for God’s glory alone.

Through conversational theology, we feature voices from four confessional Christian traditions—Anglicans, Baptists, Lutherans, and Reformed—without minimizing our differences but engaging in respectful dialogue while remaining united around the core truths of the gospel. With this clear focus on the teachings of our Lord Jesus Christ, together, we believe that we can and will see a modern reformation with Christ at the center of our lives and the global church.