



Christian Books Melanesia Inc.

Do you like the thought of changing the life of one person? Imagine you can impact a nation!

- ***Do you have leadership or management skills and experience? Do you love to see God taking hold of people through His word?***
- **Would you like to use those skills in the mission field as an expat missionary?**

At CBM PNG we are humbled to be part of God's story and purpose. We are driven by our love for scripture and our love for Christ. Through our daily walk and talk we share the love of God. We work and serve in the coastal town of Wewak in Papua New Guinea.

- Christian Books Melanesia Inc. (www.cbmpng.org) is publishing and distributing Christian books, Bibles and school supplies in Papua New Guinea.
- We do mission in a busy multi-site operation of retail shops and properties with about 60 co-workers and trainees.
- After 55 years CBM PNG is a well-established brand in PNG and our services are impacting the nation through Literacy, Literature and Training.

The Publications Manager works with the Publication Department to develop, coordinate, produce, and edit internal and external written material. This person is charged with recruiting and working with authors, writers, developing content, including editing, layout and design, and distribution for CBM publications. The Publications Manager should aim to produce high-quality Christian resources for authors and stakeholders which enhance the organization's mission and objective to publish and distribute Christian books within PNG.

DUTIES & RESPONSIBILITIES

Publications:

- Coordinate and manage layout design for CBM's publications and distributed content.
- Manage the production of new CBM titles – both creation of the manuscript and publication plans.

Communications:

- Manage content for publication Department's manuscripts, educational material, and coordinate communication.
- Work with the Authors and General Manager on content production.
- Work with all Bookshops and Head Office departments to disseminate a variety of information on social media.
- Support the development of content for web-based media including posts, events, and press releases.
- Attend the annual conference and assist in the planning and implementation of media coverage

Head Office & Publications

Barigu Rd., Wewak, E.S.P.

Mailing Address:

PO Box 488, Wewak, E.S.P.

Papua New Guinea

Phone: (675) 456 2300

Fax: (675) 456 1998

Email: info@cbmpng.org

Web: www.cbmpng.org

Visit us in: Lae, Madang, Mt Hagen, Port Moresby, Popondetta, Vanimo and Wewak



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including videography, interviewing, and press releases.

Marketing:

- Collaborate in developing and implementing advertising campaigns and marketing strategy for CBM to extend its reach with Authors, Bookshop Managers and the community at large.
- Manage copy editing, graphic design, and outreach for materials related to the CBM.
- Manage Publication Officer
- Recruit and manage advertising clients
- Manage social media, including developing and disseminating contents

Skills Required

Qualifications

- Both Pidgin and written English fluency required
- Proficiency in commonly used Communications software and applications pertinent to writing, design and film work (i.e. Photoshop, WordPress, Quark, Ms Office, InDesign)
- 3-5 years' experience and proficiency in Adobe design software (e.g. Photoshop, Quark)
- Multicultural Competence
- 3-5 years' experience in writing and editing company communications materials, as well as marketing and manuscript publishing.
- Bachelor's degree or higher and a minimum of four-to-five years of related experience in the communications, marketing, or public relations field.
- Proven diplomacy skills with various stakeholders and commitment to customer service.
- Strong interpersonal and communication skills.
- Demonstrated organizational and project management skills
- Demonstrated administrative and management skills with the ability to work in a diverse team-based environment.
- Ability to prioritize tasks and meet strict deadlines.
- Experience with using professional audio-visual equipment (but not necessary)

CBM is providing housing and travel expenses. A basic living allowance is on offer to top up the support for candidates from sending churches. It is essential that candidates are commissioned by a home church or mission agency.

Please contact Carol (gm@cbmpng.org) and more information on this opportunity.

Christian Books Melanesia Inc. Po Box 488 Wewak ESP 2531 +675 70545409

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