Date: December 1, 2023

Title: Scripture Accessibility Assistant

Division: Information Technology

Location of Job: Orlando, FL (preferred)

Reporting relationship: Scripture Access Director

Job status: Hourly, Modified Part-Time to Full-Time

Position Summary: The Scripture Accessibility Assistant supports the Scripture Accessibility team in producing finalized scripture products (Bibles, Scripture Apps, etc.) from translation files and assets. The Scripture Accessibility Assistant helps with various preparatory and production tasks as assigned by the Director, including converting and checking scripture files, preparing finished files for printing, some graphic design, and serving as a liaison between field translation teams and printing vendors.

Generally: Wycliffe Associates is a ministry, and our mission of Bible translation is a special calling. Wycliffe Associates trains Christians all over the world to become Bible translators and we seek to safeguard the integrity of the Scriptures through that process. While specific skills and experience are a major part of this role, what is most important to Wycliffe Associates, and to the Lord, is a person's heart. The person who fills this role should have a special calling from the Lord for ministry. In this role you are considered a minister of the gospel. For such a high calling, our lives and values should reflect that pure and holy calling. As we are told in 1 Peter 1: 15-16, "But just as He who called you is holy, so be holy in all you do, for it is written: 'Be holy, because I am holy.

General Responsibilities:

1. Assist the team director in converting and preparing files for print and digital distribution.

2. Work with content teams to move translation work through the pipeline to accessibility and affirm it *is* accessible. Assess and resolve issues with access to translations on the Wycliffe Associates Content Server Reader and Bibleineverylanguage.org.

3. Assist in converting translated scripture to USFM files and containers. Prepare Android apps with Scripture App Builder and/or prepare print-ready Bible files as requested by translation teams.

4. Prepare, organize, and publish digital media files for audio and video translations.

5. Provide training to field staff in the use of accessibility tools such as PTXprint or Scripture App Builder.

6. Help ensure that appropriate CC BY-SA 4.0 licensing statements are used in published scripture and resource products.

7. Coordinate with the Translation Services division in the effort of encouraging translation through accessibility.

8. Coordinate collection of data about scriptures printed and digital scripture usage.

9. These duties are not exclusive and with consideration of your job duties and other skills, this job description can be added to or taken away from at the discretion of the Vice President of Information Technology.

Professional Qualifications:

The ideal candidate possesses knowledge and experience in both Scripture Publishing and Technology. Recognizing that this blend of skills is uncommon, we are happy to entertain candidates with experience in either Scripture Publishing or Technology in a ministry context.

1. B.A. or B.S. degree in missions, ministry, technology, linguistics, or equivalent related job experience desired.

2. Technical proficiency in Office 365 applications required. Experience working with desktop publishing to produce print-ready PDFs preferred.

3. Competency with digital file management.

4. Aptitude for learning software and applications.

5. Ability to work effectively with a virtual team. Ability to work diligently without immediate supervision. Able to complete tasks on time with a high degree of accuracy.

6. Able to collaborate with technical people providing general direction and guidance.

Personal Qualifications:

1. Personal relationship with Jesus Christ and live a life in full alignment with our statement of Core Beliefs.

2. Has signed an acceptance and acknowledgment of the Wycliffe Associates statement of faith and doctrinal statements.

3. Should sense a call from God to ministry and have a genuine caring for people.

4. Should have personal warmth that invites confidence and possess a personal integrity that never forfeits the trust that is offered.

5. Ability to be at ease with people from diverse cultures and backgrounds.

6. Demonstrate the attitudes of a servant leader.

7. Able to delegate work to others. Able to facilitate and coordinate the work of others.

8. Highly self-motivated and directed. Keen attention to detail.

9. Able to communicate effectively in oral and written form.

10. Able and desire to learn new technologies, improve skills, and adapt to change.

11. Able to establish effective working relationships with staff at Wycliffe Associates, and other partner organizations.

12. Able to follow accounting practices established by Wycliffe Associates.

Wycliffe Associates makes employment decisions in accordance with applicable federal and state employment laws and regulations. As a religious organization, we are entitled to make employment decisions on the basis of religious beliefs and practices of the applicant or employee.