



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

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## DIGITAL PRODUCTION AND DISTRIBUTION

### SUMMARY

As part of APC's publications team you will be involved in creation and distribution of APC's books in ebook and audiobook formats.

### VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God appointed purpose. One of the ways APC serves the church locally and across India is through distribution of free books. You will help carry out this ministry at APC.

### SCOPE

Work with a dedicated team to generate ebook (multiple formats: PDF, MOBI, EPUB, etc.) and Audiobook formats of APC's books and distribute them on multiple digital platforms for a global audience. While the initial focus will be on English books, you will also coordinate creation and distribution of ebooks and audiobooks in other languages.

Please review the APC Organization Chart available on OUR TEAM page ([apcwo.org/about-us/our-team](http://apcwo.org/about-us/our-team)).

### ROLE DESCRIPTION

The responsibilities of this role include but are not limited to the following:

1. Convert books into standard format for audiobook and ebook (PDF, MOBI, EPUB, etc.) formats.
2. Coordinate with designated people for generation of audiobooks and ebooks.
3. Quality check all audiobooks and ebooks before distribution. Assemble a team of volunteers from APC to help with quality checks.
4. Distribute audiobooks and ebooks on multiple digital platforms to a global audience.
5. Explore new ways to distribute APC's books on emerging digital platforms to reach a global audience.
6. Report to the head of publications. Provide monthly reports, along with data analysis and recommendations for extending audience reach.

### QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- Must have a bachelor's degree in English, journalism, communications, publishing, computer science, or other relevant field.
  - Minimum of three years' professional experience in digital publishing and distribution.
  - Must be familiar with digital publishing platforms for ebooks and audiobooks.
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- Must have a passion to get God's Word out to people globally and see this work as a powerful ministry to strengthen the Body of Christ.

## **KNOWLEDGE & SKILLS REQUIREMENTS**

- Excellent communication skills, both in writing and speaking.
- Must possess excellent computer skills to work with digital content.
- Commitment to delivery/deadlines with the ability to work under deadline pressure.
- Must be detail-oriented and able to juggle multiple tasks, including, but not limited to, being able to collate work from different sources simultaneously.
- Must be able to stay abreast of new trends, developments and opportunities in digital publishing and distribution and adapt APC's work to keep up with emerging trends.

## **ADDITIONAL RESPONSIBILITIES**

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

## **OPPORTUNITIES**

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

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*Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!*