

**Organizational Information:**

**Region:** Asia  
**Field Service Location:** Japan  
**Department:** Northeast Asia - Japan  
**This position reports to:** Team leader of TWR Japan  
**Classification:** Non-Exempt  
**Personnel Type:** Full time Missionary  
**Team Memberships:**

**Purpose and Scope of the Role:**

Develop and maintain TWR Japan's corporate and ministry website(s); develop online ministry platforms.

**Qualifications, Experience, and Core Competency Requirements:**

- A passion and ministry calling to reach Japanese people with the gospel. Prior experience in media or missions is an advantage.
- A strategic and creative mind with a strong interest in media missions.
- A "can do" servanthood attitude, spiritually mature, with a high level of integrity.
- Good interpersonal skills. Able to collaborate well with people at all levels in a cross-cultural environment to achieve desired corporate outcomes.
- Able to multi-task, manage multiple priorities and deadlines, and work under pressure.
- Good verbal and writing skills in English. Ability to speak and write well in Japanese is an advantage.

**Duties / Responsibilities:**

1. Develop a strong online presence for TWR Japan, i.e. corporate website and social media platforms.
2. Develop a vibrant online/digital ministry to reach working adults and youths in Japan, e.g. ministry website, social media platforms, etc.
3. Develop engaging content for the online/digital ministry.
4. Assist with existing ministry initiatives and outreach projects.
5. Undertake other tasks and responsibilities as assigned by leadership to meet corporate objectives.

**Focus Areas:** Digital media

***The job description outlined above is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Supervisors may assign other duties as deemed appropriate.***