

Senior Executive, Regional Product and Publishing

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The Senior Executive, Regional Product and Publishing, will play a key role in assisting with managing the Alpha product lifecycle, ensuring a seamless transition from development to post-production. Responsibilities include supporting product translation, media coordination, and asset management. The role also involves collaborating with regional teams, managing vendors, and ensuring the final output aligns with brand principles and guidelines.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations, the revitalisation of churches, and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to asiapacificcareers@alpha.org

Alpha

Key Responsibilities

Based in Kuala Lumpur, the Senior Executive, Regional Product and Publishing covers the following:

- Manage publishing and trade agreements with various publishers across the region and Alpha International Publishing.
- Key liaison in product coordination and communication between publishers, National Alpha Offices and Alpha International.
- Assist in the transition of Alpha products from development to post-production, ensuring all stages are completed as planned.
- Manage the archiving process for all translation master files upon project completion.
- Coordinate with the regional team, providing regular updates and reports on project progress and milestones.
- Conduct quality checks on both product development and translations, ensuring adherence to Alpha DNA and brand guidelines.
- Assist in updating and maintaining the product database, ensuring it reflects the latest information.
- Provide support for product translation efforts, particularly for Tier 3 countries.
- Collaborate with National Alpha Offices to review videos, ensuring they adhere to Alpha's global brand principles and guidelines.
- Assist in managing product assets, including the coordination of courier services when necessary.
- Provide technical advice to vendors and National Alpha Offices on video-related matters as required. Occasionally to edit videos when necessary.
- Handle any other ad-hoc tasks as assigned by the reporting manager to ensure the smooth operation of the product and publishing workflow.
- Support queries relating to products including permissions and rights management when needed.
- Catalogue product versions and ancillary assets in the region.
- Collaborate with governance and digital teams to embed best practice standards for Alpha products.

Qualifications & Essential Skills

- Minimum 2 years project management, production or post-production (or equivalent) field within a complex organizational environment.
- Attention to detail and proven ability to manage multiple, competing priorities simultaneously with high attention to detail.
- Experience of working with multiple stakeholders including at the senior and executive level.
- Fluent in written English and Simplified Chinese, and spoken English and Mandarin.
- Intermediate skills in Adobe Premier Pro, Photoshop, Illustrator, and InDesign.
- Strong administrative and stakeholder management skills.

Desirable Skills

- Proficient in MS Word Skills, Excel, Power Point.
- Experience and knowledge of Alpha and how Alpha products are used. Passionate about supporting the growth of the kingdom through Alpha.