



THE INTERNATIONAL BIBLE SOCIETY

## POSITION DESCRIPTION

### *Position Information*

**JOB TITLE:** Associate, International Rights and Permissions  
**GRADE:** E6  
**REPORTS TO:** Senior Director, International Rights and Permissions  
**HRS PER WEEK:** 40

### *Location Information*

**DIVISION(S):**

- Ministry Support
- Resource Development
- Publishing
- Outreach
- Ministry Services
- IT
- Office of the President
- Communications
- Human Resources
- Marketing & Sales
- Other \_\_\_\_\_

**GEOGRAPHIC LOCATION(S):**

- Colorado Springs
- Miami
- Other location

**Department:** International Rights and Permissions

**Department Number:** 0170

**Effective Date:** April 1, 2020

**Status:**

- New
- Revised

**Position Description**  
**Associate, International Rights and Permissions**  
**Grade E6**

**A. Purpose:**

The Associate, International Rights and Permissions provides support to the Senior Director, International Rights and Permissions primarily in the areas of agreement processing (license agreements, independent contractor agreements, etc.) and compliance matters.

**B. Scope:**

The Associate, International Rights and Permissions interacts internally with the global ministry of Biblica. Externally, the Associate, International Rights and Permissions is required to represent Biblica and its intellectual property (“IP”, e.g. Bible translations, audio Bibles, derivative works, etc.) to a variety of commercial and non-commercial audiences.

**C. Responsibilities:**

**1. Tasks:**

- a. Receives new requests and responds to inquiries for all licensing and/or permission to use Biblica intellectual property, globally.
  - i. Research qualifications and ministry purpose of each prospective licensee, develop a recommendation and communicate with supervisor and Area Vice President regarding the licensing plan.
  - ii. Using templates and agreed upon procedures and policies, draft appropriate legal agreements and in collaboration with supervisor and Area VP.
  - iii. Execute agreements, ensuring appropriate signage and follow up to ensure proper use of copyright and trademark notices.
- b. Drafts “work-for-hire” agreements (Independent Contractor Agreements) as required primarily for Biblica’s regional offices, and Translation and Publishing departments.
- c. Assists with research and monitoring of unauthorized use of Biblica IP, taking appropriate preliminary actions under the direction of the supervisor (e.g. cease-and-desist letters, DMCA Takedown Notices, etc.).
- d. Assists Senior Director: International Rights and Permissions with preparation of all copyright and trademark applications and complete registrations.
- e. Assist with other projects as necessary e.g. new/updated Bible text correspondence and release.
- f. This job description is not inclusive and other job duties may be assigned.

- 2. Competencies:** To perform this job successfully, an individual should demonstrate the following competencies:
- a. Analytical - Collect and research data; use critical thinking skills, intuition and experience to complement data.
  - b. Problem Solving - Identify and resolve problems in a timely manner; gather and analyze information skilfully.
  - c. Written Communication - Write clearly and informatively; ability to read and interpret written information.
  - d. Financial/mathematical - Ability to read interpret basic accounting and financial reports and information.
  - e. Business Acumen - Understand business implications of decisions; align work with strategic goals.
  - f. Organizational Support - Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
  - g. Adaptability - Adapt to changes in the work environment; manage competing demands; Change approach or method to best fit the situation.
  - h. Dependability - Follow instructions, respond to management direction; take responsibility for own actions; complete tasks on time or notify appropriate person with an alternate plan.
  - i. Planning/Organizing - Prioritize and take initiative to plan work activities; use time efficiently.
  - j. Professionalism - Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for their own actions.

**D. Reporting Relationships:**

Position reports directly to the Senior Director, Rights and Permissions.

**F. Qualification and Competencies:**

- 1. Strong and growing personal commitment to Jesus Christ; agreement with Biblica's statement of faith; commitment to the mission of Biblica and a desire to grow in Biblica's core values.
- 2. Paralegal qualification with three years experience in intellectual property / licensing environment.
- 3. Excellent computer skills with Microsoft Office Suite including Outlook, Word, Excel, PowerPoint, and Access. (Experience with MS Word and Excel essential).

6. Ability to exercise good judgment and make decisions.
7. Excellent organization skills.
8. Detail oriented.
9. Ability to maintain confidentiality.
10. Ability to manage and track multiple projects concurrently.
11. Excellent and demonstrated interpersonal skills.
12. Able to work collaboratively with others. Likable and relatable individual who is capable of building strong and long-lasting bonds with colleagues and publishers.