Position Description –
Rights & Permissions Administrator

For more than 200 years, Biblica has helped people beyond the reach of God’s Word discover the love of Jesus Christ. As we push into our third century, we continue to produce relevant and reliable Scripture translations and resources that minister to people on the margins of the Gospel—the unreached, unengaged, unseen, and unwanted. Our Mission is clear: to provide the Bible in accurate, contemporary translations and formats so that more people around the world will have the opportunity to be transformed by Jesus Christ. The Bible is at the heart of Biblica’s mission. We are captivated, challenged, and inspired by this extraordinary collection of books. We believe the Bible is God’s truth and God’s story. In everything we do, we seek to honor Christ and the everlasting Word of God. By joining the Biblica team, you’ll have the opportunity to serve in a ministry that is advancing God’s Kingdom to the ends of the earth. We desire to serve God by bringing our gifts, talents, and experiences together to make a difference around the world, living out the Great Commission.

Purpose

The Rights & Permissions Administrator provides support primarily in the areas of permissions request processing, independent contractor agreement processing and compliance matters. The Rights & Permissions Administrator assists in ensuring royalty and contract compliance and in the tracking of all global agreements and legal filings.

Scope

The Rights & Permissions Administrator is an administrative support position, and interacts primarily with members of the public, Biblica’s license and permission partners, Biblica finance and Biblica regional offices around the world.

Responsibilities

Assist the Program Manager: Rights & Permissions with the following:

1. Data entry:
   a. Current and backlog of (i) new license agreements and (ii) permission letters into the Agreement Terms spreadsheet;
   b. Payments received into the A/R spreadsheet;
   c. Royalties received into the Royalty Data spreadsheet;
   d. Save royalty reports to appropriate folders in Box; and
   e. Completed ICAs into the ICA Tracking spreadsheet
3. Collaborate with Rights & Permissions team to revise existing contracts.
4. Monitoring email and related communication throughout the day and appropriately and efficiently responding to permission requests within a timely manner.
5. Research incoming legal requests to ensure compliance and assist with drafting permission letters.
6. Drafting basic permission letters using provided templates.
7. Liaising with other departments on appropriately invoicing permission grants and following up on outstanding payments as needed.
8. Providing information, upon request, regarding Rights & Permissions and preparing reports as requested.
9. Spot-checking permissions projects to identify areas of risk and opportunities for further training.
10. Perform related duties as assigned.
Qualification and Competencies

- 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.
- High school degree required.
- Minimum of 1-2 years’ experience in a similar role.
- Strong written and oral communications skills.
- Proficient in the use of Microsoft Office suite required and familiarity with Zoom, Slack, Adobe Acrobat, database navigation and entry, file merging and filing alphabetically.
- Strong analytical and organizational skills.
- Ability to manage and track multiple projects concurrently.
- An open and friendly attitude with willingness to help others.
- Previous publishing experience preferred.

Benefits

Biblica is dedicated to providing a comprehensive and competitive benefits package designed to meet the evolving needs of our employees. Come join a dedicated and purpose driven team that cares about your spiritual and professional growth! We offer quality healthcare coverage, including medical, dental, life, as well as a generous paid-time-off program and retirement fund with employer contribution. Biblica regularly hosts prayer groups and related services to enhance our employee’s spiritual health.

How to Apply

To apply, submit your Resume and Cover Letter to us.humanresources@biblica.com. List the position title and your name in the subject line. Additionally, in the email, please say in 100 words or less why you are the best fit for Biblica! Feel free to be creative as this is not meant to be a traditional cover letter.

We look forward to hearing from you and thank you in advance for your interest in Biblica. Please, no phone calls.

The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.