



# 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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## LANGUAGE TRANSLATIONS COORDINATOR

### SUMMARY

As part of APC's Publications team, you will be responsible for coordinating the Language Translations ministry which involves overseeing a book from the manuscript stage to proof to print-ready PDF to offset printing; coordinating strategically with multiple vendors (Translators / Reviewers / Typesetters / Printers) for various languages in parallel timelines; strategizing multiple print project timelines to meet print demands of events and ministry requirements.

### VISION

APC is a family church, an equipping centre and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfill 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

Coordinating with translators, arranging for proofreading, format checking, coordinating with multiple vendors, strategizing project timelines, and distribution of APC's printed books following APC's standards and guidelines.

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 Language Translations Coordinator will report directly to and work under the leadership of the Head of Publications. The responsibilities of this role include but are not limited to the following:

1. Work closely with the Desktop Publisher / Typesetter to ensure proofs are error-free and bring each proof to print-ready PDF stage for bulk printing.
  2. Proofread typeset PDFs and ensure every book follows APC standards in layout, formatting, and design according to APC Style Guide.
  3. Coordinate systematically with external vendors (Translators, Reviewers, Typesetters) for each language with effective follow ups to ensure project timelines are met by vendors.
  4. Communicate regularly with printers to ensure smooth flow throughout print production cycle, process email communications in a timely manner.
  5. Create and meet project timelines to meet print demands of events and ministry requirements.
  6. Initiate re-print orders to maintain sufficient stock in APC warehouse.
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7. Report to the Head of Publications; submit weekly and monthly reports of each translation project.

## **QUALIFICATIONS/EXPERIENCE REQUIREMENTS**

- Must have a bachelor's degree in English, journalism, communications, publishing, computer science, or any other relevant field; Master's degree preferred.
- Minimum of three years' professional experience with an emphasis in proofreading, copyediting, content writing, editorial or related professional experience.

## **KNOWLEDGE & SKILLS REQUIREMENTS**

- An efficient leader who is meticulous in planning and execution with problem-solving skills.
- Must possess excellent copyediting and proofreading skills.
- Must be detail-oriented and able to juggle multiple tasks, including, but not limited to, being able to collate corrections from other proofreaders and editors simultaneously.
- Excellent communication skills, both in writing and speaking.
- Proficient in Adobe (PDF), MS Word (Track Change), MS Excel (organizing and maintaining data).
- Commitment to delivery/deadlines with the ability to work under deadline pressure.

## **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**

Depending on your skills, calling and interest, you will have the opportunity 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 Christlikeness.



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## GENERAL INFORMATION

### ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus loving, Word focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ-centered fellowship, caring and serving each other in love as the assembly of God.

As an **equipping center**, we empower and equip every believer to live victoriously, mature into Christlikeness and fulfill God's purposes for their lives.

As a **missions base**, we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach**, we serve locally and globally by nurturing godly leaders and Spirit-filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

### USEFUL LINKS

Online Sunday Church service live stream every Sunday at 10:30am (Indian Time, GMT+5:30). Spirit filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

**YOUTUBE:** <https://youtube.com/allpeopleschurchbangalore>

**WEBSITE:** <https://apcwo.org/live>

Our other websites and free resources:

**CHURCH:** <https://apcwo.org>

**FREE SERMONS:** <https://apcwo.org/resources/sermons>

**FREE BOOKS:** <https://apcwo.org/books/english>

**DAILY DEVOTIONALS:** <https://apcwo.org/resources/daily-devotional>

**JESUS CHRIST:** <https://examiningjesus.com>

**BIBLE COLLEGE:** <https://apcbiblecollege.org>

**E-LEARNING:** <https://apcbiblecollege.org/elearn>

**COUNSELING:** <https://chrysalislife.org>

**MUSIC:** <https://apcmusic.org>

**MINISTERS FELLOWSHIP:** <https://pamfi.org>

**CHURCH APP:** <https://apcwo.org/app>

**CHURCHES:** <https://apcwo.org/ministries/churches>

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