



**Ministry Care Center Representative**

Turning Point for God is an international ministry with a vision to reach every language group in the world with the gospel and the teachings of God's Word. From its modest beginning thirty five years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the internet.

**Position Summary:**

The Ministry Care Center Representative will represent the ministry to a specific group of constituents. He/She will effectively become the point of contact to the assigned group of donors and will assess their passion for God's Word and their heart for Turning Point.

**Essential Functions:**

- Build trusting and lasting relationships with our ministry partners by regularly contacting them by phone, mail, or email
- To challenge ministry partners to greater levels of financial involvement
- Minister to, pray with, and encourage assigned group in their walk with the Lord
- Provide 90-minute professional tours around the facility to visiting ministry partners
- To fulfill all administrative duties such as logging daily contact activity in the database, managing the assigned caseload and reports using basic computer skills and Microsoft Office Suite (proficiency in Excel is required), attend departmental meetings and communicate status updates in a professional environment

**Requirements:**

- Experience in Customer Service or Sales, and working one-on-one with people (good people skills)
- Must be an organized, self-starter and capable of working independently
- Ability to talk with a smile and demonstrate a servant's attitude
- Ability to foster a willing spirit and positive attitude through encouragement and prayer
- Write clear and concise letters and reports
- Must be a spiritually mature Christian who maintains a vibrant walk with the Lord, fellowships faithfully in a Bible-teaching church and is above reproach in representing our Lord, Pastor Jeremiah, and Turning Point
- Some college training with one to three years of experience in an outbound call center (preferably for a Christian ministry) is a plus
- Must have good command of Microsoft Excel and Word
- Must be able to type at a minimum rate of 50 wpm with 98% accuracy

**Other:**

- Position is part time, 28 hours per week in our international headquarters in Lakeside, CA

**Please email your Christian testimony, cover letter, and resume to [jobs@davidjeremiah.org](mailto:jobs@davidjeremiah.org)**