



Turning Point for God Job Description – San Diego Headquarters

COMMUNICATIONS ASSOCIATE

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It 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 a modest beginning thirty-eight years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Summary:

The Communications Associate reports directly to the Development Communications Director. Primary responsibilities include fact checking; ensuring text adheres to determined criteria; review for correct grammar and spelling; maintain copy that is well-written and logically structured; and confirm that the voice and tone of all materials represents Dr. David Jeremiah and Turning Point.

Essential Functions:

- Case Statements
 - Carefully crafted documents that make the case for fundraising projects at Turning Point
- Story-based content and newsletters
 - Written stories from ministry partners and other people impacted by Dr. David Jeremiah's bible teaching and ministry
- *Turning Points* Magazine
 - Initial proofing for readability, typographical errors, punctuation and grammar, scriptural accuracy, and verification of quotations
- Web content
 - Web content should always be informative and written for marketing appeal representing the demographic of Turning Point
 - Consistency in presentation and factual information is essential across the website
- Direct mail, appeal letter, rally material, development department copy, and miscellaneous marketing resources using appropriate editing standards
- Invitations and other marketing items for Development hosted events

Qualifications:

- Minimum 3 years' experience preferably in Christian Ministry
- Commitment to the vision, faith and values of Turning Point and Dr. David Jeremiah
- Highly developed interpersonal skills, superior communications skills (verbal and written), discretion, professionalism and excellent judgment
- Self-motivated with the desire to and ability to act independently
- Proficiency in computer and software applications
- Ability to interact diplomatically with diverse socioeconomic dynamics

Education:

- Bachelor's degree

Other Requirements:

- Position is a non-exempt full time position located at Turning Point's international headquarters in Lakeside, CA.
- Salary commensurate with experience
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world

Please email your cover letter, resume and Christian testimony to jobs@davidjeremiah.org