



Turning Point Ministries Job Opening – Lakeside, CA Headquarters

International Ministries Administrative Assistant

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 2.8 billion people worldwide every day through radio, television, and the internet.

Position Summary:

The International Ministries Administrative Assistant reports to the Director of International Ministries. Candidates for this position must be master multi-taskers with excellent communication skills and have dedicated hearts for Christ. They should be professional, polite, and have a great attention to detail. They should also be comfortable with computers and excel at both verbal and written communication. Most importantly, they should have a genuine desire to meet the needs of others and aid in furthering the ministry's goals of reaching our world for Christ.

Essential Functions:

- Donor Relations
 - Act as a liaison with our International Development staff both in the States and overseas to ensure all gifts received are thanked in a timely manner
 - Assist International Director in planning key donor visits with overseas supporters
- General Admin Duties
 - Prepare department meeting agendas and keep minutes from meetings
 - Order office supplies, process internal product orders, etc.
 - Aid in reserving rooms and scheduling meetings for department staff
 - Help plan department gatherings and international chapels
 - Communicate with other departments, as needed, when International Director is out of the office
 - Other duties as assigned
- Media Management
 - Upload programs to Amazon S3, FTP, and other platforms as needed
 - Assist International Director with assembling international foreign language project proposals and radio/television media proposals
 - Work with Media and Accounting departments as needed when new contracts are signed
 - Gain an understanding of local broadcast laws and customs and make program recommendations to the International Director.
 - Address requests from all Turning Point departments for international media-related information
- Reporting
 - Receive, analyze, and archive weekly, monthly, and quarterly reports from partners around the world
 - Prepare monthly, quarterly, and semi-annual reports for International Director as needed

- Scheduling
 - Assist International Director in setting the broadcast schedules for 10+ languages (both radio and television)
- Transcripts
 - Assist in the editing/creation of television transcripts/lower third time reference sheets for foreign production teams
- Website and Mobile App Management
 - Create and maintain spreadsheets containing pertinent information for each platform
 - Work with the Creative Department to produce artwork as needed
 - Regularly monitor live apps and websites to check for any irregularities

Qualifications:

- Minimum 5 years of experience as an administrative assistant, preferably in Christian Ministry
- 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
- Proficient in computer and software applications (MS Excel, MS Word, MS Outlook)
- Ability to type 50+ wpm
- Able to juggle multiple projects and demands
- Bachelor's degree preferred
- Some knowledge of radio/television/publishing would be beneficial
- Need to exude a passion for and understanding of God's Word

Other:

- Position is full-time at Turning Point International Headquarters in Lakeside, CA
- Salary commensurate with experience
- Extremely competitive employee health and retirement benefits program
- 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 resume, cover letter and Christian testimony to jobs@davidjeremiah.org