



**Turning Point for God  
Job Opening – San Diego Headquarters**

**PART-TIME CUSTOMER SERVICE REPRESENTATIVE**

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 over thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

*The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.*

**Position Summary:**

This candidate will be responsible for answering calls and assisting the Customer Service department in filing, data merging, and verifying addresses of incoming/outgoing mail. They may also assist in processing mail requests and keying data into our data base. The Customer Service Representative reports to the Customer Service Supervisor.

**Essential Functions:**

- Answering calls
- Reading and processing mail requests
- Emailing and/or calling our members
- Keying data into our Windows-based data base
- Accurately communicating information
- Other projects as they arise

**Qualifications:**

- Excellent communication skills
- Attention to detail
- Ability to type 50+ words per minute with 98% accuracy
- Familiar with Windows Office Suite
- Familiar with 10-key
- Team player
- Strong work ethics
- Quick learner
- Bilingual in English and Spanish preferred but not required
- Part-time position—Monday-Friday 10:30am–4:00pm

**Other Requirements:**

- Position is at Turning Point International Headquarters in Lakeside, CA
- 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](mailto:jobs@davidjeremiah.org)**