



## Turning Point Ministries Job Opening – San Diego Headquarters

---

### Human Resources Intern

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.

#### Position Summary:

The Human Resources Intern will support the Human Resources Manager on a variety of administrative projects with an initial focus on converting hardcopy HR files to an electronic format as well as assisting with the recruiting process.

#### Essential Functions:

- Assists in the recruiting process
  - Update Job Descriptions
  - Post Ads
  - Initial review of resumes & assist with correspondence
  - Set up phone and in house interviews
  - Coordinate post offer background checks & drug screening
  - Test applicants using EmployTest
- Assist with new hire process primarily in Paycom
  - Review progress of new hire forms completed
  - Assist with new hire orientations
- Reviews monthly benefit billing/audit employee participation

#### Requirements:

- Excellent people and phone skills
- Working knowledge of California employment law
- Excellent command of Microsoft Word, Excel, Exchange
- Key 50 + words per minute, 98% accuracy
- Bachelor degree and 2 years' experience or relevant experience and HR Certificate
- High level of confidentiality
- High level of tact and diplomacy

#### Other:

- Position is full-time/temporary 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)