



Transcriptionist Job Description

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

Position Summary:

Turning Point Ministries Transcriptionist is a contributing member of Turning Point Production reporting to our Coordinator of Radio Media.

Essential Functions:

- Listening to English recorded Turning Point for God radio/tv program and transcribe.
- Editing transcription reports to produce clean document written as it was intended to be spoken.
- Staying organized in order to meet requested deadlines
- Position entails a high amount of typing and listening to audio

Qualifications:

- Degree with concentration in English, Literature or related field preferred
- Minimum typing speed of 60 WPM
- Report writing and editing experience
- Strong work ethic
- Detail oriented and organized
- Excellent verbal and written communication skills
- Use of effective time management and organization skills
- Proficient in Microsoft Office Programs

Other:

- Position is part-time, nonexempt
- Wage 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 resume with a cover letter and Christian testimony to jobs@davidjeremiah.org