



Terri Savelle Foy MINISTRIES

PARTNER RELATIONS REPRESENTATIVE

Part-Time / Full-Time

Overview:

Our Partner Relations Team serves as a point of contact with our Partners and Friends to provide support, encouragement, and prayer.

Responsibilities:

- Pray for people who connect to our ministry by direct telephone contact
- Capable of completing an assigned quota of calls per eight (8) hour shift
- Meet the basic customer service needs of callers
- Provide customers with appropriate resources to help in their spiritual growth
- Record the contact and transaction information in the computer system
- Follow up with people who have written or called for prayer
- Pray over correspondence as required
- Perform other related duties and responsibilities as assigned
- Participate in TSFM events: Icing and NEXT

Qualifications:

- High school diploma or equivalent
- Efficient with data entry
- Previous ministerial experience
- Able to identify the needs of Partners and Friends and determine how to pray for them
- Excellent written and verbal communication skills
- Basic computer and word processing skills
- Advanced understanding and knowledge of the written Word of God with demonstrated abilities in instructing, teaching and prayer
- Spiritually and emotionally mature, portraying a godly character that exemplifies the lifestyle and behavior of a Minister of the Gospel, as outlined in the Word of God and the TSFM ministry handbook
- Able to appropriately handle sensitive and confidential information
- Good telephone etiquette with strong interpersonal skills in ministering and with one-on-one contact
- Must have good command of the English language
- Practical application of faith in the Word of God in daily living
- Attend and be a member of a church that believes the same foundational principles as TSFM
- Must be teachable and willing to take on new challenges with a positive attitude
- Must be able to direct as well as work on a team, and according to Romans 16:17, must not cause dissensions and difficulties or divisions
- Born again believer, filled with the Holy Spirit and must adhere to the doctrines of this organization as upheld by Terri Savelle Foy and their appointed representatives

Compensation

- Full-Time: \$27,500 - \$40,000 depending on qualifications and experience
- Part-Time: \$13.00 - \$20.00 per hour depending on qualifications and experience
- Health insurance will be provided for full-time employees after 60 days of employment

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.