

PARTNER RELATIONS REPRESENTATIVE

Regular Office Hours: 37.5 hours weekly Mon – Thurs

Position Reports to: Partner Service Manager

JOB DESCRIPTION:

The main role of the Partner Relations Representative is to support our Partners in various capacities. This includes making welcome calls, managing monthly giving accounts, and providing prayer support. The goal is to assist Partners with anything they require while upholding Dr. Jerry Savelle's standards of excellence.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage and update partner accounts, giving profiles, and subscriptions as requested.
- Offer prayer ministry to partners and friends.
- Make inbound and outbound calls to partners for prayer and partnership pledges.
- Assist in managing JSMI Social Media pages (Facebook, Instagram).
- Support JSMI special events and other miscellaneous tasks.
- Participate in weekly team meetings, including assigned material discussions.

JOB REQUIREMENTS:

- Proficiency in Microsoft products (Word, Excel, Edge).
- Familiarity with Social Media platforms (Facebook, Instagram).
- Strong time management skills, adept at multitasking in fast-paced settings.
- Excellent written and verbal communication abilities.
- Comfortable handling high call volumes, adept at controlling and redirecting conversations.
- Open to learning and development, with a willingness to grow in the role.
- Must be Born-again and Spirit-filled, with knowledge of Dr. Jerry Savelle and his ministry.
- A tithing and serving member of a local church body.