

**The Mailbox Club Int'l Inc.
404 Eager Road
Valdosta, Georgia 31602**

The Mailbox Club Int'l Inc. is a growing worldwide Bible correspondence ministry who's main purpose is to win children to Christ and disciple them through Bible correspondence lessons.

We are a faith ministry seeking persons and couples who are financially self supporting or willing to pursue raising their support.

Title: Assistant Director - Latin America

Position Description:

This position requires a person with experience in leadership and having good people relations' skills. A Bachelors degree, equal educational or experience level, a business background, and management skills are also necessary. This ministry opportunity requires a mature Christian who is fully committed to Christ and convinced of God's call upon his life for service. The characteristics of being a "self starter" with a strong work ethic will be necessary. Computer skills using business software and the Internet are an asset to this position. This position requires air travel and travel by all other means necessary to reach contacts throughout Latin America. Good communications knowledge of Spanish is required and travel experience outside the USA would be helpful. The appropriate person for this position will have a God given desire to see children and others come to a saving knowledge of Jesus Christ and grow to maturity through Bible based teaching.

Position duties:

- Assist the Regional Director with the direction and management of the development and expanding use of Mailbox Club Bible correspondence materials throughout all countries south of the US continental border.
- Facilitate and coordinate cooperative efforts in evangelism with other evangelical ministries working in Latin America to add and provide for "follow-up" using the Mailbox Club Bible correspondence materials.
- Teach and train leaders and workers how to establish and maintain a Bible correspondence ministry as a part of what they already do.
- Secure periodic reports from our partners in the field as an evaluation of the effectiveness of our ministry efforts.
- Coordinate Latin America ministry efforts with other worldwide opportunities in which TMC is involved.
- Represent the Mailbox Club Int'l Inc. ministry before individuals and groups who are interested in the ministry and in supporting its worldwide program.
- Travel as needed to accomplish the responsibilities of this position.
- Report directly to the Regional Director for Latin America.