

**Ministry Service Opportunities
With
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.

Executive & Personal Secretary:

This position requires a person with experience in office organization and function at the top management level. Business background and professional office management training and skills are also a necessary requirement. This ministry opportunity requires a mature Christian who is fully committed to Christ and convinced of God's call upon their life for service. The characteristics of being a "self starter" with a strong work ethic and a desire to serve the needs of others will be necessary. This position requires good communications skills with outside contacts as well as in-house personnel; both verbally and written. Computer skills with business software and on the Internet are a necessary part of this position. The position requires mature discretion in confidential matters related to the leadership of a growing ministry. The appropriate person for this position will have a God given desire to see children and all others come to a saving knowledge of Jesus Christ and grow to maturity through Bible based teaching.

Position Duties:

- Organize and manage the functions of the executive office of the ministry for the greatest efficiency of the Executive Director and those reporting to him.
- Facilitate and coordinate all aspects of the Executive Director's day-to-day activities to support his greatest effectiveness.
- Schedule meetings and arrange for travel and accommodations both domestic and foreign for TMC personnel, other ministry leaders or donors visiting the Valdosta headquarters and those traveling on TMC ministry sponsored trips.
- Generate all correspondence, newsletters, proposals and reports as requested by the Executive Director, and assist others as time would permit.
- Provide for and maintain the orderly filing and retrieval of all correspondence and ministry significant documents.
- Keep current contact information on partners, board members, etc.
- Monitor mail, e-mail, FAX, and phone communications for the Executive Director with distribution to other appropriate recipients.
- Responsible for assisting in the compilation of all reports for OCC and other partners.
- Foundation research and development duties.
- Provide assistance in errands for the Executive Director and the general ministry as needed.
- Assist with maintaining the ministry's foreign language translation file and translations permissions records with the goal of accuracy and rapid retrieval of the current status of all translation work.

- Willingness to be a “hostess” for the ministry. Coordination of ministry functions such as banquets and Christmas parties. Give facility tours as requested by the Director and other members of the management staff.
- This position requires your residence to be in the Valdosta Georgia area.
- Represent The Mailbox Club Int'l Inc. ministry before individuals and groups who are interested in the ministry and in supporting its worldwide program.
- Work one-on-one with and report directly to The Mailbox Club Int'l Inc.'s Executive Director, John Mark Eager.

Last revised: 03-19-04