

RENNER Ministries Partner Care Team Member

APPLICANTS MUST LIVE IN THE TULSA AREA

Job Overview: RENNER Ministries Partner Care is responsible for maintaining relationships with our current partners and establishing relationships with those new to the ministry. Whether people contact us to receive prayer, place an order or make a donation, our primary goal is to hear the need of the person on the other side of the phone call, email, card, or letter and serve them with professionalism and kindness. Men and women who have a heart to serve the Body of Christ and lead others to the solid foundation of God's Word will do well in this position.

RESPONSIBILITIES AND DUTIES:

- Taking inbound prayer calls.
- Making outbound calls to pray with our partners.
- Writing emails, letters, and cards when necessary.
- Praying daily over our partners' requests.
- Taking inbound order and donation calls.
- Entering notes from all calls and daily tasks into our database.
- Able to work in a fast paced, team-oriented environment.

QUALIFICATIONS:

- **Education** – High school diploma/GED is required. Bible training is helpful but not required.
- **Experience** – Experience talking on the phone and praying with people out loud is required.
- **Specific skills** – Basic computer skills (typing at least 40 WPM, emails, taking an order/donation online, etc.) and competency with Microsoft Office (Word, Outlook, Excel) are necessary.
- **Personal characteristics** – Self-motivated, multi-tasker, teachable, team player, and compassionate toward others.
- **Other** – We prefer that each applicant is connected to a local church.

Please submit resumes to employment@renner.org along with two personal, two professional and one pastoral reference.