



## Job Description

- Job Title:** God Centered Life Assistant – PT ~ 8 hours/week
- Reporting:** Reports to and is under the supervision of the God Centered Life Executive Director
- Primary Objective:** Enhance the God Centered Life Ministries by assisting the Executive Director
- Principal Duties:** Under direction of Executive Director:
- Communicate with those requesting books and other information about establishing a personal relationship with Jesus Christ.
  - Send out mailings to donors
  - Send books and other materials to prospective believers
  - Work with the production team to get materials to individuals