



*Help  
Ministries*

*~ Assisting You In Ministry! ~*

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## **Ministry Description**

**Title:** Referral Service Manager

**Working Location:** At one's home or office

### **Ministry Overview**

The Referral Service Manager is responsible for maintaining the Ministry Referrals website at [www.MinistryReferrals.com](http://www.MinistryReferrals.com) and the related functions which is a ministry of Help Ministries. This is a part-time position that generally takes about one hour per week, making phone calls and updating the website.

### **Relationships**

The Referral Service Manager is accountable to and under the supervision of the Executive Director and is ultimately accountable to the Board of Directors of Help Ministries.

### **Qualifications**

- Be a mature born-again believer who has placed his faith in Jesus Christ as Lord and Savior and demonstrates a godly life
- Commitment to Help Ministries, its purpose, philosophy of ministry, and doctrinal position
- Diligent, dependable, responsible, a high degree of confidentiality, discernment in sensitive situations, integrity, teachable, personable, and has the heart of a servant
- Self-motivated, self-disciplined, and takes initiative
- Detail-oriented and have organizational skills
- Demonstrate computer proficiency and an aptitude to learn additional skills that may be required

### **Responsibilities**

The following responsibilities include, but are not limited to:

- Handling inquiries of those desiring to be placed on the Ministry Referral listings
- Screening profiles for approval
- Posting new profiles
- Tracking, contacting, and assisting those with expired profiles
- Promoting the Ministry Referral Service to churches, ministries, and Bible schools

### **Financial Arrangements**

Since Help Ministries is a faith-based ministry, this is not a salaried position. Accepted candidates are responsible to raise their own support or have an existing source of support. However, there may be the possibility of some supplemental income from other sources.