

Prayer Partner – Bilingual: Spanish/English

Reports to: ALPG Supervisor and Director

Department: Abundant Life Prayer Group

Employment status: Part-time

FLSA status: Hourly/Non-Exempt

Daily responsibilities include, but are not limited to:

Politely, pleasantly and professionally answering calls for prayer, donations and customer service. Prayer Partners are expected to follow the Ministry call pattern and provide a prayer of agreement and appropriate scripture to callers. This includes accurate data entry and consistently reaching department goals and standards for calls per hour. Bilingual Prayer Partners will handle both Spanish speaking and English-speaking calls.

Job skill/knowledge requirements include, but are not limited to:

1. Strong biblical knowledge and ability to pray for a person's needs according to script
2. Spiritual and emotional maturity
3. Ability to handle difficult calls while maintaining a professional, calm and caring demeanor
4. Basic computer and data entry skills
5. Ability to work harmoniously with a diverse group of people and ability to understand and carry out verbal or written instruction
6. Spanish and English grammar, reading, spelling, and organizational skills
7. Ability to multi-task and reach goals in a fast-paced environment

Education, certifications and specialized training: High school diploma or GED preferred.

Experience required: Minimum six months clerical experience. Experience with written and spoken Spanish communications required.

Job specific skills and knowledge: 40+ wpm keyboarding with high accuracy required. Proficient in Microsoft Word; Excel skills a plus. Excellent reading, writing and speaking of Spanish language. Good reading comprehension and recall of data. Maintaining confidentiality of all information is a must. Attention to detail and ability to perform well under pressure and consistently meet production goals and deadlines.

Physical requirements: Physical requirements include, but are not limited to: sitting or standing while talking calls, walking, repetitive motion, using equipment requiring manual dexterity. Must possess good near-sight, as well as the ability to bring objects into sharp focus. Must be able to hear clearly and distinctly. Must be able to communicate clearly over the phone.

Working conditions: Work onsite. Must be able to perform the required job functions indoors, in a temperature-controlled environment either independently or within groups of people, in an organized and efficient manner, as required, under general supervision, whether fast-paced or steady in workflow.

Mental and emotional requirements: Must possess logical mental clarity and ability to reason for the purpose of various detailed tasks. Must be capable of working within a diverse group of individuals and be

able to understand, read and carry out verbal and written instruction. Must possess capabilities to multi-task and maintain deadlines in a fast-paced environment. Must be able to perform functions independently or as a team.

Hours of work and attendance: Hours of operation: 6:00am – 1:00am, Monday – Friday; Primary need for bilingual prayer partners is Monday/Wednesday/Friday mornings. Various schedules may be available. Benefits available for full-time positions.

Remote or hybrid work arrangements are available. All employees must reside in Oklahoma.

Lifestyle: Must acknowledge and adhere to the Code of Honor for Richard Roberts Ministries.

Position requires the following Background checks:

Criminal Credit MVR

Travel: Is Required Is Not Required

NOTE: This description is to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration to describe duties does not prohibit the assigning of additional duties that may be similar in kind or in difficulty as needed. All employees could be required to perform tasks not listed on this description.

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