

Job Title:	Communications Specialist	Shift:	Full-time
Department/Group:	Terradez Ministries	Shift times:	8:00am – 4:30pm
Location:	Remote & Florissant CO	Travel Required:	As Needed
Level/Salary Range:	\$16-\$18 per hour	Position Type:	Full-time
Reporting to:	Founding Officers	Date Posted:	09/23/2025
Applications Accepted By:			
EMAIL: INFO@TERRADEZ.COM		MAIL: Terradez Ministries 6660 Delmonico Drive Suite D272 Colorado Springs CO 80919	
Job Description			
Communications Specialist at Terradez Ministries Terradez Ministries is seeking a compassionate and dedicated Communications Specialist to support our growing ministry outreach. This position involves responding to ministry calls and emails, providing prayer support, and managing product orders and donations. The ideal candidate will be spiritually grounded, relational, and detail-oriented, with a passion to invest in others and advance the Kingdom of God through excellence in service.			
Role and Responsibilities <ul style="list-style-type: none">• Ministry Care<ul style="list-style-type: none">○ Respond to ministry calls, emails, and pastoral needs with compassion and professionalism.○ Pray the Word of God over callers and minister in line with Terradez Ministries’ doctrine of faith.○ Provide prayer-line support for our television and social media outreach.• Communications<ul style="list-style-type: none">○ Handle inbound and outbound calls, ministry correspondence, and public relations.○ Maintain excellent written and verbal communication with partners and the public.• Administrative Support<ul style="list-style-type: none">○ Process product orders and donations using online donor and CRM systems.○ Ensure accuracy in records and adherence to all policies and procedures.			
Qualifications <ul style="list-style-type: none">• Previous phone ministry experience preferred.• Associate Degree or equivalent experience required (Charis Bible College graduate preferred but not required).• Strong knowledge of the Word of God and a passion to invest in others.			
Preferred Skills <ul style="list-style-type: none">• Excellent written, verbal, and phone communication skills.• Ability to self-manage and work independently with minimal supervision.			

- Conversational proficiency: skilled in listening, problem-solving, and maintaining professional phone etiquette.
- Computer literacy with the ability to quickly learn new applications and systems.
- High level of professionalism and discretion when handling sensitive or confidential information.
- Demonstrated attitude of excellence and commitment to the vision of Terradez Ministries.

This is an exciting opportunity to be part of a rapidly growing ministry at a time when foundations are being laid for future expansion. The role requires resilience, a strong personal walk with Christ, and a genuine heart for people. This is not just a job — it is a calling.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time