

<b>TITLE: ATTACHMENT 1</b>			
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**Israel Restoration Representative  
Job Description  
08 June 16**

<b>Department:</b> IRM	<b>Grade:</b> 6
<b>Reports To:</b> Director, Life & Light	<b>Code:</b>
<b>Supervision:</b> Moderate	<b>FLSA:</b> Non-Exempt

Israel Restoration Ministries is a Christ honoring ministry dedicated to reaching the lost Jewish people of the world with the truth of the Gospel of our Lord Jesus Christ as Savior & Messiah. We have a biblical love and heart for God's lost nation of people, and desire as He does to see them saved and restored to Him.

**Summary:**

Deliver Christ honoring Gospel materials to Jewish people door-to-door. Serve in Jewish evangelism door to door including public ministry at colleges, malls, convalescent homes, building relationships with Jewish people and sharing the Gospel. Requires daily motivation to schedule evangelism opportunities and provide weekly reporting.

**Essential Duties:**

- Communicate closely with the Life & Light Director on a daily/weekly basis regarding activities.
- Weekly accountability reports of daily work activities.
- Must be biblically trained, have knowledge of the scriptures, passion to share the gospel, teach and disciple Jewish prospects
- Forecast and plan weekly for events and activities with company directed vision, mission, and goals in mind. Planning must be done far in advance for some events to be properly coordinate and executed.
- Distribution of company materials as directed to people, contacts, homes, or other entities.
- Tracking of all positive contacts encountered at planned events and interactions during the course of duties.
- Must be relational, compassionate and have the heart to serve
- Actively promote and seek volunteerism.
- Employee is responsible to maintain their vehicle by keeping it clean inside and out.
- Employee is responsible to maintain the vehicles maintenance based on vehicle's maintenance schedule.
- Employee is responsible to communicate any car care concerns to the Life & Light Director.
- Accidents must be reported immediately to the Life & Light Director or Human Resources Dept
- Company vehicle is for work purposes only and is equipped with GPS tracking device.

**Equipment Used:**

- Personal Computer
- Company iPad mini
- Company phone
- Company vehicle

**Job Specifications:**

- High School diploma or G.E.D.
- Must have a valid California Drivers' License and maintain a clean DMV record at all times.
- Excellent organizational skills required.
- Excellent verbal and written communication skills a must.
- Basic computer admin skills for doing email, making spreadsheets, maps, & documenting work.
- Must have a heart and passion to reach Jewish people with company objectives, materials and methods, including events and activities regardless of observable results.
- Must have a basic knowledge of the Gospel and Bible doctrines and a good understanding of the company writings and materials that are being distributed or used.
- Ability to stand, walk, and go door-to-door or work events on your feet up to 8 hours a day.

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Work outdoors 40 hours a week in various weather conditions.  
High integrity and ability to self-motivate with limited direct supervision.  
High degree of professionalism with the ability to be a high energy, passionate champion for the company.  
Sensitivity to personal contacts by being able to align action in accordance with contacts' needs.  
The ability to set and adhere to the highest level of integrity, morals, and ethics.  
Stay in close communication with supervisor and motivated to work independently.  
*Any time you are unable to report to work due to illness you must speak directly to the Life & Light Director. If that person is not available then to the Human Resources department. It is not acceptable to leave voice mails, e-mails, or messages with co-workers.*

**Benefits:**

Competitive pay  
Health Insurance  
Vacation and sick time  
Company provided car and phone for business use only

**Working Conditions/Physical & Mental Demands:**

Fast paced work environment on feet, working in varying indoor and outdoor conditions.  
Extensive driving conditions

**Supervision of Others:**

N/A

**Monetary Responsibilities:**

N/A

**EEO:**

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.

**Ethics:**

All employees are accountable for conducting their daily business responsibilities in an ethical and moral manner.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Approval Signatures:

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date