

**CURRICULUM SPECIALIST – PART TIME**  
**JOB DESCRIPTION**  
December 12, 2017

I. PURPOSE

The purpose of this position is to faithfully serve the Lord through the ministry of Great Commission Publications. The focus of this individual would be to serve the needs of GCP's existing and potential customers.

II. QUALIFICATIONS

- A. Growing Christian
- B. Bachelor's degree
- C. Computer literate
- D. 5+ years' local church experience in Christian education as a volunteer and/or paid professional
- E. Excellent verbal and telephone skills
- F. Excellent writing and email skills
- G. Excellent relational skills
- H. Self-motivated
- I. Teachable attitude
- J. Basic understanding and commitment to Reformed theology as well as general understanding of basic evangelical doctrines
- K. Works well with others and alone
- L. Intuitive ability to successfully do the job
- M. Basic understanding of all age levels, children through adult, and areas of Christian education in the local church.
- N. Aptitude for and ability to do customer-oriented selling
- O. Working knowledge of GCP products and/or ability to learn
- P. Ability to work with all types of churches (Presbyterian, Reformed, Arminian, Baptist, independent, liberal, conservative, etc.) and have a basic understanding of them
- Q. Excellent listening skills
- R. The employee will work primarily at the GCP office in Suwanee, GA.

III. DUTIES

- A. Successfully respond to the needs of existing and potential GCP customers by sharing the phone duties with the other Curriculum Specialist (C.S.)
- B. Initiate contact with potential and existing GCP customers
- C. Maintain accurate information on all contacts
- D. Manage sales leads to a satisfactory conclusion
- E. Manage key accounts in conjunction with the other C.S. and the Marketing Director
- F. Assist the Director of Sales and Training with new sales and customer retention work
- G. Assist the Marketing Director with Social Media Marketing and Survey work
- H. Other duties as defined by the management at GCP

IV. RELATIONSHIPS

- A. Work under the direction of the Director of Marketing
- B. Work with all other GCP employees as needed
- C. The individual would have no one reporting to them.
- D. There is one other C.S. at GCP.

Contact: [ba.snider@gcp.org](mailto:ba.snider@gcp.org)