

**The Mailbox Club Int'l Inc.
404 Eager Road
Valdosta, Georgia 31602**

The Mailbox Club Int'l Inc. is a growing worldwide Bible correspondence ministry who's main purpose is to win children to Christ and disciple them through Bible correspondence lessons.

We are a faith ministry seeking persons and couples who are financially self supporting or willing to pursue raising their support.

Title: Graphic Designer:

Position Description:

This position requires a person with training and experience in computerized graphic design and publications layout. A Bachelor of Arts degree is strongly preferred for this position. Art training and artistic skill are also necessary and education and/or experience in the printing process are a plus. This ministry opportunity requires a mature Christian who is fully committed to Christ and convinced of God's call upon his/her life for service. The characteristics of being a "self starter" with a strong work ethic will be necessary. This person must be willing to work under the close supervision of the author of The Mailbox Club materials and with other editors who will critique their work. This person must be willing to live in the Valdosta, Georgia area. The appropriate person for this position will have a God given desire to see children and others come to a saving knowledge of Jesus Christ and grow to maturity through Bible based teaching.

Position Duties:

- Assist with the development of new Bible correspondence materials as written by author George B. Eager.
- Assist with the editing of new and revised materials.
- Create and layout ministry flyers and advertising brochures for promotional use.
- Use electronic hardware and software as provided by the Mailbox Club Int'l Inc. to produce press ready electronic layouts of materials for publication.
- Communicate with printers to achieve and maintain clarity and high quality of the final product.
- Assist with updating and redesign of existing materials.
- Assist in any other aspect of the work of the ministry appropriate to your abilities and skills.
- Represent the Mailbox Club Int'l Inc. ministry before individuals and groups who are interested in the ministry and in supporting its efforts and/or your own personal needs.
- Report directly to the ministry founder and author George B. Eager.