



# **Job Proposal**

## *Child Sponsorship/Office Assistant*

### **Overall Responsibility**

Your position will be shared between the Child Sponsorship Program and general office assistance for the Office Manager and Short Term Ministry (STM) Coordinator.

Your Child Sponsorship role will involve donor management, tracking donations, updating materials, and communication between donors and their sponsored child(ren). You will also work with the Child Sponsorship Director to creatively expand and develop the Child Sponsorship Program.

Your role as Office Assistant will consist of supporting the ELI Office Manager and STM Coordinator with various projects.

### **Key Areas of Responsibility**

#### **Child Sponsorship Program Assistant (80%)**

- Coordinate, communicate, and support all aspects of the ELI Sponsorship Program. This includes communication with the Child Sponsorship Director, potential and current sponsors, and our African staff.
- Program Communication
  - Sponsor and Child: Includes 3 main correspondence pieces each year from the child to sponsor. Maintain contact through multiple letters ongoing throughout the year. Collaborate with STM Coordinator to send letters over to Africa. Analyze annual correspondence and determine the best way to increase donor communication with children.
  - ELI and Africa Staff: Send monthly updates of sponsors (new and cancelled) and correspondence between sponsor and child. Inform Kenya staff of children who need to write to their sponsors.
  - ELI and Donors: Includes monthly emails to all sponsors and to Orphans Hope donors. Post on social media avenues and blog.
  - New Donors: Follow-up with potential and new donors who have signed up to sponsor.
  - Cancelled Donors: send warning letters and final cancellation letter with survey.
  - Pledge Reminder Notices (PRN) sent on a monthly basis.
  - Child updates to sponsors as they are received.
- Update all materials (with feedback and key learnings) and creatively improve the Sponsorship Program, the process, and the content of our communication pieces to better promote and engage our program to sponsors – current and potential.
  - Update and maintain all sponsorship profiles.
  - Solicit child updates and distribute to sponsors monthly.
  - Maintain child information in a secure, centralized area (eTapestry).

- Manage the Pen-Pal Program that includes sending letters back and forth twice a year. Make sure that all children who don't have sponsors writing have a Pen-Pal.

### **General Office Assistance (20%)**

- Assist with office projects generated by the Office Manager and STM Coordinator.
- Support the ELI office administrative needs including answering the phones, helping with mail, and other tasks that might arise to keep the office operating effectively.
- Attend events that require attention from all staff, on an as-needed basis.

### **Qualifications**

Able to articulate the vision and mission of Empowering Lives International through the Child Sponsorship Program and ELI office assistance.

- Program management: starting, maintaining and completing projects. Utilizing volunteers where needed.
- Multitasking: able to address multiple projects at the same time.
- Customer service: directly serve donors via phone, email, and letter or in person.
- Cross-cultural communication: understanding of African culture and working closely with African staff.
- Detail orientation
- Self-manage: able to prioritize which tasks to focus on first in order to complete projects in a timely manner.
- Computer skills: Proficient in Microsoft Office (Word, Excel, Outlook, Publisher). Learn and navigate through the ELI online database. Use Mail Chimp and WordPress.
- Creativity: think outside of the box and come up with effective ways to fundraise and gain new sponsors as well as maintain current sponsors.
- Integrity: practicing good ethics in maintaining the upmost standards for a faith-based non-profit organization.
- Team player: work well with ELI staff in the USA and Kenya and work together, realizing that each person plays an important role.

### **Details**

- This person reports to the Office Manager while operating under the Child Sponsorship Director.
- This is a part-time, nonexempt position (25 hours).
- Part-time salary will range between \$14.00-\$15.75 per hour, pending education, experience, and qualifications
- Benefits include paid sick and vacation time
- Personal support raising is required to help subsidize salary.

Potential start date will be mid-September.

Please email [angelavincen@empoweringlives.org](mailto:angelavincen@empoweringlives.org) with a cover letter and resume if you are interested in the position. At that time, a job application will be sent to you via email.