



Missionary Position: Child Sponsorship Coordinator

Field: Dominican Republic	Site: To Be Determined
Position Title: Child Sponsorship Coordinator	Minimum Commitment Length (1-3 years): 1.5
<p>Brief Job Description:</p> <p>The Child Sponsorship Coordinator manages the child sponsorship program for a ministry site, including maintaining the child sponsorship database. This position acts as a sponsorship liaison with the home office so that the connection between the child and their sponsors is strong, authentic, and supports the child's well-being and the economic growth of the ministry site.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Enroll new children as they enter the program. • Depart children who have left the program. • Maintain records for all children and sponsors in the program. • Take and submit annual updated child photos. • Complete and submit to the home office the annual child progress report for all children in the program. • Manage the completion of any child sponsorship projects as requested by the home office. • Complete and submit an accurate and updated monthly Dashboard Report to home office • Create and deliver a sponsorship presentation to service teams to recruit new child sponsors. • Translate and distribute correspondence from sponsors to children; assist children with writing responses to their sponsors, including translating them. • Accompany sponsors on a visit to their child's house, classroom, etc. • Answer sponsors' questions as they are received from the home office. • Responsible for organizing the sponsored child's birthday party and purchasing a birthday gift. • Carefully and discerningly manage and protect the confidential personal information of children, donors, and coworkers • Communicate any sponsorship concerns with the home office Sponsorship Manager • Understand and articulate the importance of delivering upon the promises KAI has made to child sponsors • Ensure child protection policies are adhered to in all facets of the sponsorship program 	
<p>Minimum Education and Experience:</p> <ul style="list-style-type: none"> • Demonstrated experience and competence with details and databases 	
<p>Key Qualifications Needed:</p> <ul style="list-style-type: none"> • Basic computer and Microsoft Office skills • Photography experience or willingness to learn • Organizational skills • Excellent written and oral communication skills 	
<p>All Kids Alive missionaries must demonstrate the following skills and characteristics:</p> <p>In faith life:</p> <ul style="list-style-type: none"> • Agree with our statement of faith • Have a living and growing relationship with Jesus Christ 	

- Demonstrate spiritual and emotional maturity, with a well-formed sense of identity in Jesus Christ
- Be active participants in a Christ-professing church/community of faith
- Have experience using their spiritual gifts and skills to serve their local church/community of faith

In personal and social life:

- Have the willingness and humility to learn a new language, culture, and way of life
- Demonstrate social maturity and the ability to form and grow relationships
- Demonstrate the ability to resolve conflict in a Biblical manner, with grace and patience
- Patiently adapt to continuously changing situations and people
- Demonstrate a humble willingness to work under local leadership in the country of ministry
- Manage sensitive situations with discretion and respect

In professional life:

- Demonstrate excellent written and verbal communication skills
- Demonstrate successful employment or entrepreneurship experience
- Demonstrate excellent team/group work experience
- Demonstrate ability to motivate self and work independently within established guidelines
- Demonstrate ability to organize complex information and changing situations
- Be at least 18 years of age, have college or skilled trade program experience; degrees preferred