**Missionary Position:**  
Child Sponsorship Coordinator

<table>
<thead>
<tr>
<th>Field: Dominican Republic</th>
<th>Site: To Be Determined</th>
</tr>
</thead>
</table>
| **Position Title:** Child Sponsorship Coordinator | **Minimum Commitment Length (1-3 years):** 1.5 years  
Seasonal position, about 50% time. This position may be combined with another position. |

**Brief Job Description:**
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.

**Key Responsibilities:**
- 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.

**Minimum Education and Experience:**
- Demonstrated experience and competence with details and databases

**Key Qualifications Needed:**
- Basic computer and Microsoft Office skills
- Photography experience or willingness to learn
- Organizational skills
- Excellent written and oral communication skills

---

All Kids Alive missionaries must demonstrate the following skills and characteristics:

In faith life:
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; degree preferred

To apply, prepare a resume and cover letter and go to: www.kidsalive.org/DRmsyapp. For questions, write to: Bill.Dean@kidsalive.org.