



Missionary Position: Child Sponsorship Coordinator

Field: Peru	Site: To be determined
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Position Title: Child Sponsorship Liaison	Minimum Commitment Length (1-3 years): 2 years
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Brief Job Description:

The Child Sponsorship Liaison manages the child sponsorship program for the Kids Alive Peru ministry, 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. The child sponsorship coordinator works alongside his/her Peruvian coworkers and under the leadership of the local ministry site director. He or she helps to provide a safe environment in which the children can learn and grow toward wholeness.

Key Responsibilities:

As a coordinator of sponsorship for a ministry site:

- Enroll new children as they enter the program.
- Depart children who have left the program.
- Take and submit annual updated child photos.
- Translate and distribute correspondence from sponsors to children; assist children with writing responses to their sponsors, including translating them.
- Organize the sponsored child's birthday party and purchase a birthday gift.

As liaison between all sponsorship programs in Peru and the Kids Alive International Office:

- Come alongside site-specific sponsorship coordinators to support them and ensure smooth processes and initiatives
- Attend weekly international sponsorship coordination online meetings
- Maintain records for all children and sponsors in the program.
- Accompany visiting sponsors on a visit to their child's house, classroom, etc.
- Answer sponsors' questions as they are received from the home office.
- Create and deliver a sponsorship presentation to service teams to recruit new child sponsors.
- Complete and submit an accurate and updated monthly Dashboard Report to home office
- 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.
- 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 to others 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, please prepare a resume and cover letter, and apply at: www.kidsalive.org/perumasyapp. For questions, please write to Bill.Dean@kidsalive.org.