



## Missionary Position: Child Sponsorship Coordinator

<b>Field:</b> Zambia	<b>Site:</b> Various sites
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<b>Position Title:</b> Child Sponsorship Coordinator	<b>Minimum Commitment Length (1-3 years):</b> 2 years
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### Brief Job Description:

As the Child Sponsorship Coordinator, you will manage the child sponsorship program for the Kids Alive Kenya ministry site, including maintaining the child sponsorship database. This position acts as a sponsorship liaison with the International 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. You will work alongside your Zambian coworkers and under the leadership of the local ministry site director.

You will find many opportunities and ways to engage in individual and group discipleship/mentorship with the children in the program, and to encourage and empower your Zambian teammates. You will be part of a team which works to provide a safe environment in which the children can learn and grow toward wholeness.

### Key Responsibilities:

- Maintain records for all children and sponsors in the program. This includes:
  - Enroll new children as they enter the program, and “depart” children who have left the program
  - Carefully and discerningly manage and protect the confidential personal information of children, donors, and coworkers
  - Complete and submit an accurate and updated monthly Dashboard Report to the International office
  - Complete and submit to the home office the annual child progress report for all children in the program
- Facilitate child-sponsorship correspondence as directed by the International office. This includes:
  - Take and submit annual updated child photos
  - Manage the completion of child sponsorship projects as requested by the International office. Assist and encourage the children as they complete their projects.
  - Translate and distribute correspondence from sponsors to children; assist children with writing responses to their sponsors, including translating them
  - Answer sponsors' questions as they are received from the home office
  - Accompany visiting sponsors to visit with their child on the ministry campus, in the child's classroom, etc.
- Advocate for the Sponsorship program. This includes:
  - Understand and articulate the importance of delivering upon the promises KAI has made to child sponsors
  - Create and deliver a sponsorship presentation to service teams to recruit new child sponsors
  - Communicate any sponsorship concerns with the home office Sponsorship Manager
  - Advocate for the Sponsorship program on the field and help coworkers and children understand why it is important and its benefits and outcomes
- Be responsible for organizing the sponsored child's birthday party and purchasing a birthday gift, in accordance with the local ministry site's practice of celebrating birthdays
- Contribute to the spiritual growth and development of children by discipling them and encouraging them to be leaders in spreading and living the gospel
- Build capacity in other Kids Alive Zambia staff by collaborating with them to facilitate child sponsorship projects and tasks
- Champion and uphold the Child and Vulnerable Adult Protection Policy as instituted by Kids Alive

International

- Perform other related tasks as assigned by the supervisor or Country Director
- Assist with other Kids Alive Zambia teams in their projects during their respective “crunch times”

**Minimum Education and Experience:**

- Demonstrated experience and competence with details and databases

**Key Qualifications Needed:**

- Excellent skills with databases and the Microsoft Office suite
- Photography experience or willingness to learn

**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; degrees preferred

To apply, please prepare a resume and cover letter, and apply at: [www.kidsalive.org/zambiamsyapp](http://www.kidsalive.org/zambiamsyapp). For questions, please write to [Bill.Dean@kidsalive.org](mailto:Bill.Dean@kidsalive.org).