

LAHASH INTERNATIONAL



Job Title: Sponsorship Coordinator

Mission Statement: Lahash partners with African churches to holistically care for vulnerable children.

Vision Statement: Our vision is that all children in Africa know Jesus and thrive as they are loved by a flourishing global church.

Work Location: Portland, Oregon	Effective Date: Immediately
Reports to: Sponsorship Director	Employment Status: Full Time (40 hrs.)
Department: Sponsorship	Salary: Raised through Personal Fundraising

General Job Description:

The Lahash **Sponsorship Coordinator** is primarily responsible for assisting the Sponsorship Director in coordinating the smooth functionality of the Sponsorship Program. This role will communicate with the Sponsors in a prompt and professional manner working to expand the program with excellent and attentive care for the children in East Africa. Overall, the work of this role will work to continually improve the lives of the Lahash kids across East Africa and to work to provide a flourishing environment where the children in the program can grow spiritually, physically, educationally and emotionally.

Essential Functions:

- **Personal Fundraising - 25%**
 - Establish and maintain a personal team of financial donors and prayer partners to support your ministry work
 - Write physical letter updates quarterly to your team, and thank you notes to those who support you.
 - Hold at least two personal presentations to your community annually (church, small group, other communities, etc.).
 - Reach 100% support and maintain that during employment.

- **Help Manage All US Sponsorship Operations - 50%**
 - Communicate with the Sponsorship community through email, phone, writings and mailings
 - Help produce and mail out new packets to new sponsors
 - Ensure that the Sponsorship database is maintained
 - Review and facilitate sending letters from the sponsors to the children in our program, and vice versa.
 - Compile regular mailings to sponsors a few times a year. This includes profile updates, the Christmas mailing, graduation mailer etc.
 - Assist the Sponsorship Director with whatever miscellaneous projects that they will need support on.

- **Misc. Office Duties - 20%**
 - Assist with some finance team operations
 - Assist with volunteer coordination
 - Assist with event planning
 - Assist with operational tasks

- **Community Participation - 5%**
 - Attend the monthly evening meal with the Portland community (held on Mondays)
 - Travel to East Africa once a year
 - Attend the Lahash East Africa Conference every two years — and assist with planning the event
 - Participate and assist with planning the annual U.S. staff retreat
 - Attend the monthly solitude days and various other spiritual and educational growth events for the Lahash team
 - Read six books a year for spiritual development

Knowledge, Skills, and Abilities

- Bachelor's Degree
- Strong administrative skills
- Demonstrated verbal and written communication skills, including public speaking experience
- Cross-cultural experience strongly desired
- Passionate about the mission and vision of Lahash
- Program management experience
- Ability to multi-task, be flexible and follow-through
- Team player
- Prompt and able to start, and deliver projects with a deadline
- Proficient with digital Microsoft and Google software

Personal Attributes & Values

- Has a personal relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith, ethics and morality in the Lahash Staff handbook
- Passionate about holistically caring for vulnerable children
- Filled with integrity, grace and pursues different spiritual disciplines

To connect with Lahash about this job opening please email us at: info@lahash.org