

Lahash International



Job: 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.)
Income: Salary Raised through Support	

General Job Description:

The *Sponsorship Coordinator* assists the Sponsorship Director in coordinating smooth functionality of the program, excellent and attentive care for the children in East Africa, prompt and professional communication with Sponsors, and program expansion to increase the number of children served each year. This role will also involve some administrative, outreach, and financial tasks to provide a full set of exposure to ministry operations and support several Lahash teams in their work.

Essential Functions:

- **Maintain a Partnership Team - 15%**
 - 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 US Sponsorship Operations - 50%**
 - Communicate with the Sponsor Community (Email, phone, writing)
 - Send packets out to new sponsors when children exit
 - Ensure that the Sponsorship database is maintained
 - Facilitate letters to and from kids and sponsors
 - Compile regular sponsorship mailings with updates, child letters, and response envelopes and ensure these go out in a timely manner
 - Work to ensure successful annual Bible camps at our ministry partnerships
- **Outreach - 10%**
 - Present about Lahash to groups, schools, and churches (5-10 per year)
 - Help to host 1-2 larger events for Lahash each year
 - Work with sponsors and donors in hosting events in their towns

Sponsorship Coordinator

- **Lahash community participation - 25%**
 - 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 staff retreat
 - Attend and help coordinate 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

- Cross-cultural experience strongly desired
- Personal qualities of integrity, credibility, and commitment to the mission and vision of Lahash International
- Ability to multi-task, flexibility, and resourcefulness
- Proactive in starting, maintaining, and completing tasks
- Prompt and thorough job performance
- Team player

Personal Attributes & Values

- A maturing relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith and the ethics and morality of the Lahash Staff Handbook
- A passion for holistically caring about vulnerable kids and a desire to advocate on their behalf
- A kind and gracious attitude toward others
- Filled with integrity and pursues spiritual disciplines

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