



Position Type: Full-time, hourly, one-year paid internship

Compensation: \$12.50/hour; healthcare is an option in the benefits package

Required Travel: Local; opportunity for travel to Rwanda at partial intern's expense or personal fundraising

Duration: Limited to one year; ideal start date is May 20, but flexible

Deadline: April 19, 2019

Position Summary

Africa New Life Ministries is a faith-based organization that is transforming lives and communities using two hands. With one hand we share the Gospel of Jesus Christ leading to spiritual transformation. With the other hand we demonstrate acts of compassion through our child sponsorship, education, and feeding programs.

This internship program is a part of the Vision and Call Internship Program of the [MJ Murdock Charitable Trust](#). The goal of this program is "to assist college-aged students and recent graduates to consider their vocational direction while gaining meaningful ministry or work experience."

As the Programs Associate, you will gain experience working on a variety of tasks within the U.S. programs team, which is highly collaborative and supportive. You will also learn about non-profit and international development work overall. Approximately 35-40% of your time will be spent on the phone contacting donors regarding financial information. Additionally, you will have the opportunity to gain valuable skills in communicating with different partners: donors, sponsors, and team trip members.

Africa New Life is seeking a candidate who can relate well with a variety of people, has a desire to serve others in any given situation, and who will demonstrate initiative in bettering the organization.

The Programs Associate will participate in the following areas of responsibility:

Personal

- Maintain physical and spiritual health.

Donor Accounts

Assist in donor account management:

- Communicate with sponsors whose cards have expired and donations have declined. Track contacts made and results.
- Communicate with team travelers regarding upcoming payments for their travel and process their payments.
- Communicate with donors who are behind in their pledges for the vocational women's programs.
- Enter new donor pledges and welcome new sponsors with a phone call.

Communication & Donor Relations

- Answer incoming calls from partners within the scope of the position.
- Take any outgoing mail to the mailbox daily.
- Manage the check-in and mailing process for students' Annual Letters (summer project). Work closely with volunteers to facilitate this process.
- Manage the check-in and mailing process for women's graduation letters.
- Assist donors in processing gift orders during the Online Store Christmas season.
- Manage updating web content for New Life Family Center programs.
- Add team travelers' emails to MailChimp for auto trip communication.

Special Project

- Identify and manage a strategic project within the scope of the position and personal interests.

Required Qualifications

- Agreement with Africa New Life's [Faith Statement](#).
- Excellent interpersonal skills with a strong focus on customer service.
- High attention to detail and accuracy.
- Bachelor's degree preferred; intercultural studies or communication studies a plus.
- Proficiency in Microsoft Office Suite, especially Excel.
- Excellent verbal and written communication skills.
- Ability to organize and prioritize work.
- Ability to juggle a variety of responsibilities, details and department teams simultaneously.
- High comfortability with frequent interruptions and ability to switch tasks quickly.

Optional Qualifications

- Experience working cross-culturally and/or with underserved populations.
- International travel experience a plus.
- Database experience.
- Candidates with one or more of the following strengths from *StrengthFinder 2.0* would be well suited for this position: Achiever, Arranger, Empathy, Individualization, Learner and/or Positivity.

Application Process

Interested and qualified applicants should email a cover letter, resume, and references to info@africanewlife.org with the subject line "ANLM Job Application." Please let us know how you learned about this position. We will review applications and contact selected candidates to schedule an interview.

Africa New Life Ministries does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.