



AFRICA NEW LIFE

Seasonal Customer Service Associate

Africa New Life Ministries | www.africanewlife.org | 7405 SW Tech Center Dr, Ste 144 | Portland, OR 97223 | 503.906.1590

Position Type: Limited duration, part-time 20 hours/week, hourly, 8:30am-12:30pm

Reports To: Sponsorship Administrator

Required Travel: Local

Start Date: October 9, 2019

Stop Date: December 13, 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 education, healthcare, and community development ministries.

The Seasonal Customer Service Associate works in the U.S. office and is the warm and welcoming first point of contact for sponsors wishing to purchase Christmas gifts for their sponsored students through our online store. This individual is responsible for communication, including inbound and follow-up telephone calls and emails; processing orders in our Oracle database; and other assigned tasks. This is a limited duration, part-time position.

Africa New Life Ministries will be looking for a candidate who can relate well with a variety of people and provide excellent customer service.

Required Qualifications

- Agreement with Africa New Life's [Faith Statement](#).
- Experience working in an administrative role in a professional office environment.
- Excellent interpersonal skills with a strong focus on customer service.
- High attention to detail and accuracy.
- High comfortability with frequent interruptions and ability to switch tasks quickly.
- Database experience.

Application Process

Interested and qualified applicants should email a cover letter and resume to Julie Rathjen, Sponsorship Administrator, at julie@africanewlife.org with the subject line "ANLM Job Application." 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.