Position Type: Full-time, hourly, one-year paid internship  
Compensation: $12.50/hour; healthcare is an option in the benefits package  
Required Travel: Local  
Duration: Limited to one year; ideal start date is May 18, but flexible  
Deadline: April 20, 2020

Are you excited to learn the inner workings of an International NGO? Are you ready to help care for and support donors through transformational partnerships? As the Sponsorship Associate, you’ll engage with donors daily and help to strengthen their relationship with Africa New Life. More than 8,000 partners support Africa New Life programs in Rwanda. You’ll be a part of ensuring that we continually improve the quality of our donor care. Through this position you’ll also have the opportunity to be part of transformation in both Rwanda and the U.S.

Who we are  
Africa New Life was founded by Rwandans in 2001 and is still run by Rwandans today. More than 300 Rwandan and East African staff serve to help educate students, pastor families spiritually, enable access to medical care for sponsored students, and promote growth of the ministry in Rwanda.

Africa New Life in the U.S. exists to support the work in Rwanda in the areas of sponsorship, development, team trips, financial accountability, and church and strategic partnerships. Learn more about Africa New Life and our programs by visiting www.africanewlife.org.

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.”

Who’s right for the job  
A highly detail-oriented person with excellent communication and interpersonal skills. A team player who has a heart for engaging partners. Someone who is dedicated to providing personalized support for donors. You’ll work in collaboration with the Sponsorship Team to build and maintain relationships with donors through your daily responsibilities. As a critical member of the Sponsorship Team, you’ll follow up with donors regarding their contact and financial information, process donations, and track your communications. You’ll identify and manage a relevant project that aligns with your personal interests and positively impacts the organization.

Skills critical to success  
- High attention to detail and accuracy  
- Excellent verbal and written communication  
- Strong customer service and interpersonal skills  
- Ability to organize and prioritize work  
- Comfortability with frequent interruptions
**Must haves**
- Agreement with Africa New Life’s [Faith Statement](#)
- Proficiency in Microsoft Office suite, especially Excel

**Preferred**
- Database experience
- Demonstrated understanding of anti-racist work and personal progress on the journey of racial reconciliation
- Experience working cross-culturally and/or with underserved populations
- Bachelor’s degree

**What we offer our employees**
The possibility of a professional trip to visit Africa New Life in Rwanda. This position is a one-year, full-time hourly position located in Portland, Oregon. Africa New Life offers paid time off, health coverage, Simple IRA, and other benefits for this position.

**Application Process**
Applicants should email a cover letter and resume outlining how they meet the specific requirements of the position to employment@africanewlife.org with the subject line “Sponsorship Associate Job Application” by the deadline. Please let us know how you learned about this position. We will review applications and contact selected candidates to schedule an interview.

This is not an offer of employment. 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.