



Sponsorship Associate Intern

Position Type: Non-Exempt

Compensation: \$15.50/hour; healthcare is an option in the benefits package

Required Travel: Local

Duration: Limited to one year, full-time

Deadline: Position is open until filled

Who We Are

Africa New Life's mission to transform lives and communities through the two hands of the gospel is not limited to lives and communities in Rwanda; it also pertains to our people (staff) and culture. At Africa New Life (U.S.), our people are highly valued and acknowledged as our most important resource. Our prayer for your time at Africa New Life is that you feel secure in your place on the team, meaningfully challenged in your role, and joyful about your work as we serve Rwanda together. We hope that when you leave Africa New Life, your leadership ability will be stronger, your heart will be larger, and you will be better equipped for your "next step," whatever it might be.

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 educational sponsorship and community development programs.

The purpose of this internship is to provide exposure to the nonprofit world by equipping an intern with insight, experience, and skills that will serve as a next step in their journey. The Sponsorship Associate Intern will participate in the following areas of responsibility:

- Provides outstanding sponsor support through education and engagement while collaborating with U.S./Rwandan staff.
- Manages sponsor accounts and pledges, including maintaining integrity of recurring pledges by overseeing expired, declined, and delinquent pledges.
- Processes all letters from sponsored students to their sponsors and supports volunteers in sending the letters.
- Answers incoming mainline and direct calls from partners.
- Manages multiple email accounts to support partners.
- Onboards new sponsors and educates sponsors in their role:
 - Makes weekly new sponsor welcome calls.
 - Inputs data for Weekly Sponsorship Report.
 - Handwrites thank-you cards to new sponsors.
- Works occasional weekends to support Dream Sundays and other events.
- Identifies and manages a strategic project within the scope of the position and personal interests.

- Works collaboratively in a team environment with a spirit of cooperation.
- Other duties as assigned.

Required Qualifications

Bachelor's degree preferred. Experience working in customer service is preferred. Must agree with Africa New Life's statement of faith, which can be found here: <https://www.africanewlife.org/about-us/#faith>.

Application Process

Interested and qualified applicants should email a cover letter and resume to employment@africanewlife.org with the subject line "Sponsorship Associate Intern." 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.