

MISSIONS OF HOPE INTERNATIONAL JOB DESCRIPTION

Position: Child Sponsorship Officer
Reports to: Child Sponsorship Coordinator
Department: Institutional Development & Strategy (IDS).

OVERALL JOB PURPOSE

The purpose of this position is to coordinate child sponsorship programs, focusing on carrying out sponsorship management smoothly and meeting sponsorship requirements. This position is the focal person to deal with communities, children and families who are a part of the sponsorship program.

DUTIES AND RESPONSIBILITIES:

1. Sponsorship Relations Coordination

- Being the CS “point person” for designated centres covering a specified logistical area.
- Oversees Sponsorship related responsibilities for students from assigned centers from recruitment through Next Steps.
- Assists Visitors with specific CS projects such as field trips, and home visits.
- Facilitate sponsor – child visits in liaison with social workers. Serves as the contact person between the child and sponsor(s).
- Attend to new/prospect sponsors and facilitate new sponsorships during team visits.
- Verifies the status and availability of students prior to team visits
- Is present during visitor orientation
- Is present in MOHI market during visitor shopping days.

2. Gift and Correspondence Coordination

Facilitate and monitor all gift and correspondence related tasks for assigned centres.

- Processes all incoming mail for students.
- Documents gifts in portal
- Meets with students and parents, when applicable, to deliver gifts.
- Receives and accounts for gifts from the Sustainability Department that are delivered to assigned centers.
- Facilitates and assists students in writing thank you card
- Ensures proper documentation of gifts and thank you cards in the portal and returns thank you cards to CBO
- Follows up on students who are not available to receive their gift.

3. Effective Communication Coordination

- Preparing, distributing and overseeing all aspects of the letter writing exercise within assigned centers.
- Educating and championing the importance of sponsor letters to the staff and students at their centers.
- Ensures complete follow through and accountability of every writing pad for their assigned centers.
- Reviews sponsor messages coming into the portal and forwards on to assigned Social Worker in timely manner.
- Reviews messages from students to their sponsors and forwards on through the portal in timely manner.

4. System updates in Portal

- Takes student photos at their designated centres for recruitment, readmissions and updates as needed.
- Verifies that student portal data is collected and information uploaded, including school fees information, for a smooth work flow.

- Follow up and provide information regarding student's bio info, portal status and attendance record.
- Data tracking: conduct regular audits and confirmations of the MoHI Portal data as it compares to the Sponsorship database and class lists/school attendance.
- Follows up with the social workers to ensure students who have not been attending to school for three months are pull out of the portal.
- Communicates to supervisor regarding child's school attendance and pull out reports on a monthly and termly basis.
- Follow up with the head teachers to ensure that all the registers are marked on the portal so as to keep updated track on each child.

5. Student's transition Coordination

- Works with Social Workers and/or Head teachers to develop a list of students who will be transferring to boarding schools in near future so information can be communicated to sponsors.
- Monitor transition process as form 4's students' transit to next step program.
- Monitor Intra-Centre transfers and ensuring proposed children have physically transited and transfer process is complete.
- Monitor Inter-Centre transfers and ensuring all students are physically in the correct class.

6. Undertake any other official assignment as may be directed by the supervisor.

Academic and Professional Qualifications & Experience

- Degree in Community Development/Social Work/Theology.
- A minimum of (2) two years in Community Development and/or Social Work.

Competencies/Abilities/Skills Required

- High level of motivation, integrity, confidentiality, commitment to Christian values, keenness with details and professionalism.
- Ability to adapt to cultural and educational diversity in the work place.
- Excellent communication, time management, organization and presentation skills.
- A good team player with a high degree of initiative, flexibility and tolerance.
- Versatile with use of computing technology.