

## **MISSIONS OF HOPE INTERNATIONAL**

### **JOB DESCRIPTION**

**Position:** Child Sponsorship Officer.  
**Reports to:** Child Sponsorship Coordinator.  
**Supervises:** None  
**Department:** Child Sponsorship.

### **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. This position is directly involved with the children of various communities and their families.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Sponsorship Relations Coordination**

- Being the CS “point person” for designated centres covering a specified logistical area.
- Oversee Sponsorship related responsibilities for students from assigned centre 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 new/prospect sponsors and facilitate new sponsorships during team visits.

#### **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 centre.
- 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
- Follow 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 centre
- Educating and championing the importance of sponsor letters to the staff and students at their centre.
- Ensures complete follow through and accountability of every writing pad for their assigned centre.
- Reviews sponsor messages coming into the portal and forwards on to assigned Social Worker in a timely manner.
- Reviews messages from students to their sponsors and forwards on through the portal in a timely manner.

#### **4. Portal Coordination**

- 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 workflow.
- 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.
- Follow up with the social workers to ensure students who have not been attending school for three months are pulled out of the portal.
- Communicates to the supervisor regarding the child's school attendance and pulls 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 ensure proposed children have physically transited and the transfer process is complete.
- Monitor Inter-Centre transfers and ensure all students are physically in the correct class.

#### **6. Undertake any other assignment as may be directed by the Executive Director from time to time.**

#### **Academic and Professional Qualifications & Experience**

- Minimum of a Diploma in Community Development/Social Work.
- A minimum of (2) two years in Community Development and/or Social Work.

#### **Competencies/Abilities/Skills Required**

- Must be a committed Christian.
- Proven Coordination Skills
- Strong leadership capabilities and relationship building abilities.
- Strong writing and presentation skills.
- Strong analytical, communication, dynamic thinking skills and result oriented.
- Must have good interpersonal relation and team orientation.
- Must have initiative and be able to work with minimal supervision.
- Must be open minded and Tech Savvy.
- Must be extremely detail oriented.
- Must possess a high level of integrity and confidentiality.