

Sponsorship Coordinator – AMG International



Organization:

Established in 1942, AMG International's mission is driven by Jesus' example of compassionate ministry for the lost and His command to make disciples among every nation, tribe, and language. Our fundamental calling, in support of the local church, is to encourage, equip, and develop Christ-centered national leaders to advance the gospel and transform communities and nations through the power of the gospel. We accomplish this by enabling nationals to utilize appropriate strategies for their specific contexts, including leadership development, pastor training, church planting, child and youth development, vocational training, medical care, evangelism through the media, and disaster relief when required.

Position Summary:

Reporting to the COO-International Ministries, the Sponsorship Coordinator will handle the administration of AMG's child sponsorship program and ensure field compliance with all AMG's sponsorship guidelines and requirements. The Sponsorship Coordinator will assist in all areas of the Missions Department's functions and services as needed. The Sponsorship Coordinator is responsible for providing quality customer service to all AMG field staff, office staff, and donors.

Responsibilities:

- Work with the Sponsorship team to ensure compliance in AMG's sponsorship program
- Process sponsorship data submissions accurately and timely
- Process all Field/Sponsor communication accurately and timely
- Work with the AMG team to ensure all children/national leaders available for sponsorship are able to be promoted
- Communicate in a professional way with AMG's sponsors and donors as needed
- Provide general administrative support for the ministry
- Backup coverage for the Switchboard/Receptionist as needed

Qualifications:

- Strong, personal commitment to Jesus Christ and to the Great Commission
- Proficient computer skills and the ability to learn new software and programs
- Exceptional communication, customer service, and organizational skills
- Effectively solve problems with minimal assistance
- Ability to handle confidential information
- Ability to travel internationally 1-2 trips per year
- Positive can-do attitude, team player, and passion for ministry
- College degree preferable
- Background check required

Job Type: Full-time

Work Remotely - No

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8- hour shift
- Monday to Friday