



Job Title: Correspondence Coordinator

Do you have a heart for children and the desire to help bring communities together? Are you passionate about making a difference in the lives of children in need around the world?

As Correspondence Coordinator at Children of Promise, you'll play a key part in ensuring communication flows smoothly between our sponsors and the children we support, while also maintaining accurate records. You'll also have the opportunity to recruit and organize volunteers. You'll be an essential part of keeping communication running smoothly and making sure our children and sponsors feel connected.

We're looking for someone who's not only detail-oriented and organized but also a great communicator – someone who can manage multiple tasks while staying focused on the big picture. If you're comfortable working independently but enjoy being part of a small, dynamic, and collaborative team, this role could be a great fit for you.

This position reports to the Executive Director.

Job Duties and Responsibilities:

- Maintain accurate records of communication from sponsored children
- Communicate with program directors
- Oversee the processing and reading of letters and photos from sponsored children and sponsors
- Oversee packaging and mailing of correspondence to children and sponsors
- Recruit and organize volunteers as needed
- Perform reception duties as needed
- Additional duties as assigned by Executive Directors

Required Qualifications

- Familiarity and alignment with the mission of Children of Promise
- Strong written and oral communication skills
- Demonstrated skills in task-orientation and attention to detail
- Ability to work independently and manage multiple tasks effectively
- High capacity and the ability to work collaboratively within a tightly integrated team
- Excellent interpersonal skills
- Proficient computer skills (Microsoft Office Suite and CRM software)

Preferred Qualifications

- Fluency in a second language is an asset
- Experience with cross-cultural communication and missions is an asset



Hours: 10 – 15 hours weekly with increased hours and responsibility possible

Wage: starting at \$15/hour

Location: In-person work is preferred, but hybrid in-person/remote work is possible

Submit resume and cover letter to Heather Webb, Executive Director, at hwebb@childrenofpromise.global

Learn more about Children of Promise at www.childrenofpromise.global and www.youtube.com/c/childrenofpromise.