



**JOB TITLE:** Child Sponsorship Coordinator

**ORGANIZATION:** Lifesong For Orphans

**MISSION STATEMENT:** Bringing joy and purpose to orphans

**QUALIFICATIONS:**

- A. Demonstrated proficiency in managing online/web base systems, databases, etc.
- B. Demonstrated proficiency in oral and written communication.
- C. Demonstrated strong interpersonal skills and organizational skills.
- D. Demonstrated proficiency with payment tracking/reconciliation.
- E. Demonstrated competence in Microsoft Office applications including Word, Excel, and Adobe Photoshop and In Design.

**JOB DESCRIPTION:**

The child sponsorship coordinator is responsible for coordinating and overseeing all US-based Lifesong Child Sponsorship activities including sponsorship website/data base management, child profile changes/updates, new country sponsorship setup/development, communication with each orphan care project’s sponsorship liaison, sponsor enrollment/updates/communications, payment tracking/reconciliation, creating sponsorship materials, and overall sponsorship program development.

**SUPERVISOR:** VP Operations

**SPONSORSHIP COORDINATOR DUTIES:**

- A. Maintain/update Lifesong Sponsorship website and child sponsorship databases.
- B. Maintain/update individual orphan care sponsorship lists including child profiles and sponsor lists.
- C. Maintain regular communication with each orphan care project sponsorship liaison.
- D. Manage ongoing letter writing programs/sponsor updates.
- E. Create sponsor cards and other materials for events/promotions.
- F. Track and reconcile sponsorship payments.
- G. Promote growth and improvements of overall child sponsorship program.

I have read and understand the aforementioned job description. I understand that it is intended to describe the general content of and requirements for the position. It should not be construed as an exhaustive statement of duties, responsibilities, and requirements.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date



**BRINGING JOY & PURPOSE TO ORPHANS**

[lifesongfororphans.org](http://lifesongfororphans.org) • [info@lifesongfororphans.org](mailto:info@lifesongfororphans.org)

