AID TO THE CHURCH IN NEED INTERNATIONAL (ACN)

is a pastoral Charity of the Catholic Church, which supports Christians wherever they are persecuted, oppressed or in pastoral need. Funded exclusively by private donations, ACN supports over 5000 projects annually in more than 140 countries with a budget of around 80 million Euros.

ACN is also a pontifical foundation, directly answerable to the Holy Father and has 23 national offices engaged in fundraising in Europe, North and South America, Asia and Australia. Our International Headquarters are in Königstein, near Frankfurt am Main, Germany.

We are currently looking at the earliest possible opportunity, for an

**ADMINISTRATIVE ASSISTANT**¹
(full time)
for two sections of the Asia Department

Your duties

As Assistant to the Head of Sections Asia I and Asia II you will be in charge of:

- Collecting the applications received by post and emails for the countries of the sections concerned: printing, registering, checking the documents, classifying, planning the payment of projects
- handling daily correspondence mostly in English, sometimes in German
- Reviewing financial reports of the sections
- Helping with the preparation of project trips including its administration (before and after)
- Receiving guests and recording minutes from the meetings
- Preparing documentation for the specific duties of the Team Leader – who’s also heading a section
- updating the database of your section

Requirements:

Qualification:
- Completed diploma formation or bachelor’s level or equivalent combination of education, training, and experience

¹ Open to all applicants, regardless of gender.
**Hard skills:**

- Experience in using MS Office & Excel
- Fluent in spoken and written English and German

**Soft skills:**

- Reactivity and initiatives, solid sense of responsibility in your way of working
- Flexibility and loyalty as team player, willing to adapt to changes
- Strong time-management skills and an ability to organize and prioritize multiple projects and tasks
- Capability of working in an international team and being open towards the culture and traditions of our project partners with respect and empathy
- Appreciation of or identification with the Catholic faith and values

**Why work with us?**

Do you feel called to a meaningful career, a fulfilling and worthwhile activity for which you enjoy coming into the office every morning? A work felt as a mission, in which your personal commitment and professional skills can directly support Christians and help change their lives? An environment where the Catholic faith is central and in which you might combine the latter to your professional life? A place of work where you can also grow spiritually through the participation, should you wish to do so, to the Eucharist in our own chapel and to times of reflection and annual individual retreat.

**What else we can offer you**

We offer an appropriate salary in accordance with the pay scale of the German Caritas Association (AVR), plus the usual social benefits relating to Church-based charities in Germany, Christmas bonuses and holiday pay, with flexible working hours and opportunities for professional training.

Do you feel motivated? attracted? Then

**Please send your motivation letter and CV to**

ACN International gGmbH
Mrs. Linh Alonso
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61462 Königstein im Taunus, Germany
Email: recruiting@acn-intl.org