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 the Team Leader of the African Department and

for some English and French speaking countries of Africa

Your duties

As Assistant to the Team Leader of the African Department you will be in charge of:
- Preparing data, overviews, lists and researches on African countries for the Team Leaders supervision and meetings
- Reviewing financial reports of the African Department
- 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 Team Leader’s project applications decision making process (checking, classifying, planning the projects’ payments)
- Updating the database of your section
- Handling daily correspondence in English and French.

Requirements:

Qualification:
- Bachelor’s Degree preferred, 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 French (any other language is of advantage)

**Soft skills:**

- Proactiveness and strong 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
- Capability of working in an international team and being open towards the culture and traditions of our project partners, 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 would enjoy coming into the office every morning? A mission in your life, in which your personal commitment and professional skills can directly support Christians and help to change their lives? And above all, a work where the Catholic faith is central and through which you could possibly live this faith in your professional life? Then perhaps you are the person we are looking for!

**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.

You will also have ample opportunity to nurture your spiritual life, especially by sharing, should you wish to do so, in the daily celebration of Holy Mass in our own house chapel and the occasional spiritual retreat.

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

ACN International gGmbH
Mrs. Linh Alonso
Bischof-Kindermann-Straße 23
61462 Königstein im Taunus, Germany
Email: recruiting@acn-intl.org