

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 100 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 (full time, for the period of maternity/parental leave) **for some countries in Latin America**

Your main responsibilities:

- Efficiently manage incoming requests from receipt to completion of the project: printing, database entry, document verification, sorting, payment planning and follow-up of active projects (reminders).
- Effectively manage daily correspondence.
- Maintain the database of the relevant section up to date.
- Conduct comprehensive reviews of financial reports of the different sections.
- Assist in the preparation and management of project-related travel, both before and after projects.
- Receive and properly document meetings with guests.

Requirements:

Qualification:

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



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Hard skills:

- Experience in using MS Office & Excel
- **Portuguese** (mother tongue or proficiency level) and **Spanish**. English or German would be for daily communication of advantage.

Soft skills:

- strong time management skills, organisational and multi-tasking skills, and the ability to prioritise multiple projects and tasks
- ability to listen actively, flexibility, and loyalty as a member of an international team, willing to adapt to change
- proactive and structured in your way of working, reactive and responsible with your tasks
- openness towards the diverse cultures and traditions of our beneficiaries and a respectful and empathetic approach
- 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, **after probation period of six months 40% of remote work** and opportunities for professional training.

Do you feel motivated? attracted? Then

Please send your motivation letter and CV to

ACN International gGmbH
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