

## **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

### **EXECUTIVE ASSISTANT to the Secretary General (SG) (full time)**

#### **Position Summary:**

The Executive Assistant will play a key role in supporting the SG's office across strategic, operational, and administrative functions. This role is suited for someone with a strategic mindset, a high level of organizational and executional skills, and a passion for contributing to global impact.

#### **Key Responsibilities**

- Support the SG's in day-to-day management, ensuring effective prioritization and follow-up on key matters.
- Prepare, analyse, and edit strategy papers, executional plans and presentations of for internal and external audiences.
- Facilitate business planning and fundraising activities by organizing data, drafting documents, reviewing business plans and tracking progress.
- Coordinate and oversee logistics for meetings, including agenda-setting, minute-taking, and follow-up actions.
- Manage correspondence, appointments, and travel arrangements with discretion and efficiency.
- Serve as a liaison between the SG's office and internal teams, partners, and key stakeholders from National Offices.
- Conduct background research to brief the SG on key meetings and engagements.
- Maintain confidentiality and handle sensitive information with utmost integrity.

#### **Qualifications and Experience:**

- Education: Bachelor's degree in business administration, international relations, or a related field.
- Professional experience: 3-5 years of professional experience, ideally in a business or non-profit environment. Experience in project & process management.



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- Language proficiency: Fluent in English (written and spoken) is required; proficiency in German or other languages is an asset; third language desirable, with preference for Spanish.
- **Tools:** Proficiency in Microsoft Office Suite and digital collaboration tools; good and up-to-date understanding of various AI tools.

### Soft Skills:

- Strong time management skills, organisational and multi-tasking skills, and the ability to prioritise multiple projects and tasks.
- Strategic thinker with strong analytical, written, and communication skills.
- 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.
- Demonstrated ability to work independently and as part of an international team.
- Outstanding communication abilities.
- Integrity and confidentiality.
- Respect and openness towards the diverse cultures, sensitivity in needs management of multiple international offices.
- 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? Then this might be your opportunity!

### *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***

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