

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 24 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 (part time 20 hours/week) **for some countries in the Middle East**

Your main responsibilities:

- Assist your direct supervisor (Head of section) in her/his mission by efficiently managing incoming requests from receipt to completion of the project: printing, database entry, document verification, sorting, payment planning and follow-up of active projects (reminders) and informing periodically your supervisor.
- Effectively manage daily correspondence.
- Maintain the database of the relevant section up to date.
- Conduct comprehensive reviews of financial reports of the different sections in close communication with the Head of section.
- Assist in the preparation and management of project-related travel, both before and after projects.
- Receive and properly document meetings with guests in collaboration with the Head of section.

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
- Proven experience in back-office operations or related tasks.
- **English** (mother tongue or proficiency level) and **French** (intermediate level).

Soft skills:

- Excellent time management skills with the ability to organize, prioritize, and manage multiple projects and tasks simultaneously
- Responsiveness, initiative, and a strong sense of responsibility
- Flexibility, loyalty, and a collaborative team-oriented mindset, with willingness to adapt to change
- Ability to work effectively in an international environment and to engage with the cultures and traditions of our project partners with respect and sensitivity
- Appreciation for, or identification with, the Catholic faith and Catholic 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

ACN International gGmbH
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Email: recruiting@acn-intl.org