



Aid to the
Church in Need

ACN INTERNATIONAL

AID TO THE CHURCH IN NEED INTERNATIONAL (ACN)

is an international pastoral Charity of the Catholic Church, which supports the Church around the world, wherever it is 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 International is directly answerable to the Holy See and is also represented by 23 national offices in Europe, North and South America, Asia and Australia. The international headquarters of the charity are located in the town of Königstein, near Frankfurt in Germany.

We are seeking, at the earliest possible opportunity, to engage a

FULL-TIME PROJECT ADMINISTRATIVE ASSISTANT for our Latin America Section

Your role

As assistant to the head of section, you will be responsible for the necessary preparatory work on the incoming project requests and reports in order to facilitate his/her decisions regarding their financial support. Within the team, you will be working principally on the project requests / reports from the Spanish, Portuguese and/or French-speaking countries of Latin America, as well as regularly updating the database relating to your area, dealing with the daily correspondence and organising the project payments in accordance with the respective budget.

What we are looking for

As a capable candidate you will have an excellent command of Spanish and/or Portuguese.

A solid working knowledge of French would be an advantage.

For the daily communication in the organization, English and or German would be helpful.

Ideally, you will also have experience of working with Microsoft Office and Excel, communication with customers, database and checking documents

As a project worker within the section you will enjoy working in a team, be loyal and hard-working and courteous towards colleagues and superiors alike. You will also be disciplined and organised in your work, flexible and open towards the various cultures and traditions of our project partners. It is also highly desirable for us, as a Catholic pastoral charity, that you should identify and share with our Catholic beliefs and values.



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Why you should work with us

Are you looking for a meaningful job, one that motivates you to get up and come into the office each morning? A mission in your life, whereby you can be daily involved in providing direct help for the pastoral needs of the Church around the world and engage in valuable work that can change many lives? And do you also take your faith seriously and want to bring it to bear in your professional life? If so, then you are the kind of candidate we are looking for!

What we can also offer

We can offer an attractive salary in accordance with the tariffs stipulated by the German Caritas Association (AVR), which includes all the usual social payments for the Church-based charities, Christmas bonus, holiday pay, flexible working hours and opportunities for professional development.

We can also offer a rich spiritual environment for all who wish it, including for example, the daily celebration of Holy Mass in our own private house chapel and opportunities for spiritual retreats.

Please send your application letter and CV to:

ACN International gGmbH
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