Aid to the Church in Need
ACN INTERNATIONAL

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 (part time, 50 %)
for the Scholarship Section

Your main responsibilities:

- *Administrative Processing:* registration of applications, document verification, updating project data, preparation of correspondence and official letters, filing, record keeping, monitoring deadlines, payment planning, processing scholarship extensions and maintaining accurate documentation
- *Communication and Case Management:* continuous correspondence with applicants and scholarship holders, bishops, religious superiors, universities and other institutions; following up on missing documentation; guiding applicants and scholarship holders throughout the process; maintaining regular contact until the scholarship is completed
- *Project-related travels:* assist in the preparation and management of project-related travels as well as taking part in them from time to time

Requirements:

Qualification:

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

Hard skills:

- Excellent **French** and **English** language skills both orally and in writing
- Basic knowledge in Italian
- Experience in using MS Office & Excel
- Experience in back-office operations or related tasks

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Soft skills:

- Very good communicative skills both orally and in writing
- Excellent time management skills with the ability to organize, prioritize
- Team spirit and independent working approach
- Versatility, resilience and dedication
- Intercultural skills and competences
- 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 up to 40% can be done remotely 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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