



chariotsforhope

## Office Administrator

Chariots for Hope exists to honor God by loving, nurturing, and providing for vulnerable and orphaned children by leading and sustaining holistically healthy children's homes in Kenya. We seek to provide these children with opportunity and hope so that they develop into exemplary citizens, leaders, and followers of Jesus Christ.

**Position Title:** Office Administrator

**Reports to:** Communications Manager

**Salary Classification:** Full time with benefits (40 Hours per week)

**Overall Role:** This position will add valuable support to our ministry with significant involvement in our child sponsorship program, donor management and finances. Candidates would be expected to work full time in the Chariots for Hope US Office in Dresher, PA.

**Critical Skills:** Collaboration  
Dependability  
Problem-Solving  
Planning  
Record Keeping

### Principal Responsibilities:

1. Administering Child Sponsorship Program, consisting of maintaining accurate records, communicating with new and existing sponsors, and facilitating sponsorship payments.
2. Coordinating the collection of letters, pictures, and packages for Child Sponsorship Program.
3. Maintaining financial documents (including credit card statements and checkbook), recording charitable gifts in CRM on a weekly basis, and compiling bank deposits.
4. General administrative duties include drafting communications, managing mailings, customer service, preparing reports, and maintaining physical and digital filing systems.
5. Office management duties include ordering supplies, troubleshooting technology problems, and coordinating with outside vendors for services/repairs.
6. Coordinate and assist with the implementation and follow-up of events.
7. Manage paperwork for trip participants and coordinate trip details.
8. Answer phone calls, manage voicemail, and maintain various email accounts.
9. Assist in various projects, events, and mailings as needed throughout the year.
10. Cultivate, lead, and manage a team of volunteers in the US Office.

**Qualifications:**

1. Be a mature Christian and faithful to the vision and mission of CFH.
2. Work efficiently while being detailed oriented.
3. Experience with CRM platforms or a willingness to learn.
4. Self-starter with the ability to manage time effectively.
5. Exhibit integrity in dealing with confidential donor, child, and financial information.
6. Work in collaboration with a diverse group of people across cultures.
7. Be a team player and flexible.
8. Computer proficiency with the ability to work across several databases

**Application Process**

Qualified candidates are encouraged to submit a cover letter and resume to CFH CEO Mark Wakeman, by email to [wakeman@chariotsforhope.org](mailto:wakeman@chariotsforhope.org) Applications will be accepted until position is filled.