



Aid to the
Church in Need

ACN INTERNATIONAL

AID TO THE CHURCH IN NEED INTERNATIONAL (ACN)

ACN is a pastoral relief organization of the Catholic Church that works for Christians worldwide wherever they are persecuted or oppressed or suffer material hardship. It is financed solely by donations, which each year support over 5,000 projects in more than 140 countries with around 80 million euros.

ACN International reports to the Holy Father and is represented by 23 national offices in Europe, America, Asia and Australia. The International Headquarters is located in Königstein im Taunus, Germany.

We are looking for the following person as soon as possible:

ADMINISTRATIVE ASSISTANT (PART TIME / 20 HRS/WEEK / PERMANENT POSITION) for the Section Scholarships (Project Department)

Tasks

The tasks comprise the processing of the incoming requests from the different countries of origin and the administrative accompaniment of our scholarship holders, as well as the communication with our project partners, institutional partners, and national offices. The work also includes, amongst others, the translation of letters and forms.

Requirements

- Very good written and spoken language skills in Spanish and French; good knowledge of English
- Excellent verbal and written communication skills
- Intercultural competence
- Good MS-Office skills

As an administrative assistant you should take pleasure in working within a team, be loyal in dealing with superiors and colleagues, well organised in daily working, flexible and open towards the different cultures and traditions of our project partners. As a charity of the catholic Church, we expect you to identify with the catholic faith and values.

Why should you work with us?

Are you looking for a meaningful, fulfilling job? A mission through which you can directly help persecuted Christians around the world every day and change many lives through your





Aid to the
Church in Need

ACN INTERNATIONAL

valuable work? Then this job could be for you!

What more do we offer?

We offer an appropriate salary according to the tariffs of the German Caritas Association (AVR), which includes a Christmas bonus, paid holidays, flexible working hours and opportunities for professional development.

In addition, we have an extensive spiritual program in the house, which includes the possibility of participating in spiritual retreats and the daily celebration of Holy Mass.

If you are interested in this position, please send your application till 31.03.2023 to:

ACN International gGmbH
For the attention of Mr. Markus Wagner
Bischof-Kindermann-Strasse 23
61462 Königstein im Taunus
Email: mw@acn-intl.org