

**PACIFIC NORTHWEST  
ADULT AND TEEN CHALLENGE  
JOB DESCRIPTION**

**Location:** Regional Office located in Milwaukie, OR

Our recovery services are located in: Alaska, Oregon, Washington, Montana, and Idaho

**Position:** Student Sponsorship Specialist

**Salary Range:** TBD      **Benefits:** PTO & Health Insurance are part of the employees benefit package

**What is the Student Sponsorship Program at Adult & Teen Challenge?**

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Individuals and businesses from the community have the unique opportunity to sponsor a student at Adult & Teen Challenge and make an investment to reuse and restore a life for just \$35 each month! When they choose to sponsor a student at Adult & Teen Challenge, they receive: A personal profile & photo about their student, updates regarding their student, an invitation to their student's completion, and opportunities to write to and meet your student.

**General Statement of Duties & Responsibilities:**

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- Oversees and implements **all areas** of the Student Sponsorship program
- Creates and sends all student profiles, photos, and updates to the sponsors
- Regularly sends sponsor correspondences
- Coordinates with the local campuses and students in regards to the Student Sponsorship program
- Works with the Donor services Department in meeting various needs as they present themselves. Flexibility is needed in fulfilling the duties and responsibilities of a growing and dynamic ministry.
- Provides monthly reports for CEO & Executive Directors region-wide and occasionally presents at Executive Director meetings with Donor Services Coordinator.
- Provides excellent support for current student sponsors.
- Sends regular communication to student sponsors via snail mail and mail chimp
- Manages all monthly reoccurring student sponsorship gifts
- Makes contact with donors who have concerns, questions, or donation issues
- Attends fundraising events on a regular basis across the region to promote the Student Sponsorship program
- Constantly invents new ways to improve the ministry and SSP
- Works with the IT department to create Student Sponsorship promotional items.

**Supervision Received:**

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The Student Sponsorship Specialist works under the direct supervision of the Donor Services Coordinator. The Coordinator will determine goals, assign work and review performance for overall effectiveness through various reports, observation and conferences. But, employee shall exercise a large degree of independent decision and judgment in relation to scope of duties and responsibilities. Initiative is highly desired in this position.

**Supervision Exercised:**

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Supervision of other program employees is not a regular responsibility of this position; however, position may require supervision of students, volunteers, and new office employees during an orientation period.

**Expectations of the position:**

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- 40 hours per week with *occasional* weekend days for outreaches and fundraising events
- An acquired working knowledge of program policies and procedures relative to the assigned scope of duties and responsibilities contained in the staff manual;
- The ability to work as a team member;
- Emotional maturity;
- Professional objectivity; and
- Adherence to PNATC Core Values, Creed and Student Covenant.
- Standards of personal hygiene and appearance befitting a professional office work environment

**Required Knowledge, Skills and Ability:**

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- Considerable knowledge of administrative procedures and ability to apply those principles
- Microsoft Word, Excel, and Email
- Knowledge of InDesign and photo-shop preferred, but not required
- Excellent grammatical skills: Spelling, punctuation, sentence structure
- Excellent written and oral communication skills
- Working knowledge of administrative record keeping procedures and practices
- Experience working with a donor software (or the ability to quickly learn)

**Experience and training:**

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1. (3) years of ministry or nonprofit experience
2. Experience in non-profit donor development
3. Some college is preferred
4. Any satisfactory equivalent combination of experience and training demonstrating the ability to effectively execute the duties and responsibilities of the Student Sponsorship Specialist