



Pamoza International Project Associate Job Description

Job Title: Project Assistant

Date posted: 3/27/2024

Division: U.S. Operations

Location: Hybrid - Virtual and Lansdowne, PA

Position Type:

Reports to: Executive Director

Full-time Part-time

Temporary/Seasonal Volunteer

Background:

Pamoza International is a US-based Christian non-profit organization working in Malawi, Africa. Its mission is to share the Gospel and unite people in alleviating poverty and suffering through educational improvements, healthcare, economic empowerment, and food security. The organization started its work in 2005 and was formally incorporated as a non-profit in August 2011. Today, Pamoza reaches more than 400 villages across 20 communities in northern Malawi.

Position Overview:

Pamoza is seeking an organized, self-directed Project Assistant who will support the U.S. branch of Pamoza with administrative duties and special projects, including developing literature and promotional materials, planning events, managing volunteers, supporting other staff, organizing meetings, and maintaining relationships with key stakeholders. This position offers great flexibility and the ability to work from home with occasional in-person activities. The Project Assistant will also have the opportunity to travel to Malawi if needed for special projects.

Essential Functions:

The Project Assistant's primary responsibilities include:

- Assisting with developing and sustaining organizational partners by promoting Pamoza's work in various circles, especially local churches.
- Organizing major activities for Pamoza and engaging key supporters as volunteers
- Preparing for meetings, taking meeting notes, and managing follow up items
- Updating Pamoza's databases and researching/recommending a CRM platform
- Preparing mailings, including annual appeal letters and other correspondence
- Managing Pamoza's website, main email accounts, and phone system

- Co-preparing and executing Pamoza events and presentations
- Researching and pursuing opportunities for Pamoza to reach new supporters
- Monitoring and updating Pamoza's social media accounts
- Organizing Pamoza supplies and inventory
- Being an ambassador for Pamoza, including sharing your faith with those we serve and those who support our ministry

Experience and Qualifications:

- At least 3 years administrative experience, preferably in a non-profit organization
- Excellent written and oral communication skills (a writing sample will be required)
- Experience creating marketing materials (a design sample will be required)
- Proficient computer knowledge and skills, including Word, Excel, PowerPoint, and online platforms such as Google Drive (QuickBooks and Canva knowledge a plus)
- Self-direction and problem-solving skills
- Excellent interpersonal skills
- Ability to manage multiple projects and meet deadlines
- Flexibility and ability to learn quickly and work well under pressure are essential
- Must agree to uphold and promote Pamoza's core values and faith position

Requirements:

- A personal computer with internet access and preferably Microsoft office
- Availability during the day, evenings, and weekends *as needed*
- Ability to work independently from home or virtually
- Ability to travel to meetings and events in the Greater Philadelphia area (will be reimbursed for mileage)
- Access to a printer is helpful (Pamoza can cover cost of ink cartridges)

Location:

The candidate should be able to work virtually but be available for in-person events or meetings as needed, including some requiring travel by car. Most events will occur during the weekend. Priority will be given to candidates in the Greater Philadelphia area.

Compensation:

This is a full-time position with an annual salary of \$30,000- \$35,000 based on experience.

To Apply:

Qualified candidates, please email your resume and a cover letter to info@pamoza.org
Pamoza carefully prays over each candidate. We trust that God will bring the right person for this position and that you are also praying Pamoza is right for you.