

Watoto

JOB OPPORTUNITY

Job Title: Sponsorship Assistant (Photos)
Organization: Watoto Childcare Ministries
Duty Station: Watoto Offices.

ORGANISATION BACKGROUND

Watoto is a family of people from all over the world who are working together to ensure that the forgotten have a place to belong. In a time of civil war, we planted Watoto Church in Kampala, Uganda to speak hope and life to the nation. As we work alongside the most vulnerable in our society, our aim is to rescue individuals and raise each one as a leader in their sphere of life so that, in turn they will rebuild the nation.

In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Watoto is seeking to recruit a Sponsorship Assistant (Photos) to Co-coordinate information relating to picture management, as well as sponsorship related tasks.

KEY DUTIES AND RESPONSIBILITIES (BUT NOT LIMITED TO;)

- To assist in the photo taking process for new members in the program as well as existing sponsored individuals' accurate photos to be taken annually or as deemed necessary.
- To edit pictures of sponsored individuals for use in profiles and sponsor updates.
- To upload recent pictures available on line to enable easy access by the support offices.
- To ensure that Photo schedules are planned in a timely manner and are readily available to the country offices.
- To edit and colour correct pictures of sponsored individuals for use in profiles and sponsor updates.

QUALIFICATIONS, SKILLS AND EXPERIENCE.

- The applicant for the role should have a minimum of a Diploma in Multi media, Mass communication and Industrial Art.
- The ideal candidate should have at least 2 years working experience in sponsorship related roles and in taking photos.
- Should be well organised with a high level of commitment to accuracy.
- Should have excellent people and photo editing skills.
- Knowledge of usage of Web based data bases is an added advantaged.

- Strong computer skills, word, excel, outlook, photo shop, writing and listening skills
- Excellent oral and written communication skills with the ability to communicate to all involved stakeholders.

HOW TO APPLY:

All suitably qualified and interested candidates should send one merged PDF with a cover letter, academic documents and CV (not more than 6 pages, less than 20MB) a **Pastor's recommendation letter** to careers@watotochurch.com (Subject Line: Sponsorship Assistant (Photos) - First Name, Last Name) not later than **3rd February 2019**.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORTLISTED AND CONTACTED FOR INTERVIEWS.