



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat

Orphan Sponsorship Programs Coordinator

Job Description

The OSP Program Coordinator will be supervised by the OSP Manager and assists in overseeing the OSP programs within the country offices. The coordinator will regularly communicate with Zakat Foundation of America country offices, follow up the logistics and budgets of ongoing and new programs, collect reports and data from the field, and provide regular updates to the manager. The OSP Coordinator also collaborates with the Donor Relations Coordinator to exchange information and update donors on their sponsored orphans.

Duties and Responsibilities

- Track status of orphans, sponsorship status. Investigate and document status changes and courses of action.
- Request documentation on orphans, audit reports or other issues when needed from country offices.
- Request updates on orphans routinely or as needed from country offices.
- Research standards of orphan care and relevant information.
- Develop pre-contractual agreement between ZF and partners/representatives of orphan care and process of enrolling children in program and maintenance of program.
- Provide guidance and support to partners and representatives with launching OSP, training on procedures and policies, tracking updates, tracking sponsorship status from the donor side.
- Attend weekly programs meetings.
- Prepare reports, quarterly and annual.
- Perform any other duties as assigned by the Program Director.

Requirements

1. Bachelor's Degree in the field of social work, sociology, or any other related field required
2. Minimum 2 years of relevant work experience. Nonprofit work is preferred.
3. Previous experience with Muslim-based charities a plus.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
5. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
6. Experience with donor software is a plus.
7. Knowledge of Arabic is desired.
8. Computer skills: PC operating systems; Outlook / email; MS Word, and Google Drive.



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Environment

1. Position requires frequent and regular phone and computer use.
2. In office Bridgeview ZFA HQ office.
3. Workplace is smoke-free and drug-free environment.
4. Equal opportunity employer