

Employment Opportunity for a Part-time position

Job title: Office Clerk

Missionhurst, Inc. is seeking a qualified person to join its team on a part-time position of Office Clerk. This position requires a five years' experience and an ability to perform variety of different duties in the company. These duties include preparing documents, processing ingoing and outgoing mail, answering telephones, typing or word processing, processing company donations, office machines operation, preparing different end of month reports, communicating with donors and vendors when needed; updating company records and filing.

Missionhurst, Inc. is the Mission Development Office of the Catholic Congregation of the Missionaries of the Immaculate Heart of Mary (CICM). Missionhurst, Inc has a worldwide missionary outreach serving the poor and the marginalized in developing (mission) countries and it raises funds for this noble mission. You can find more information at www.missionhurst.org

Knowledge and Skills Required or Preferred:

- Proven ability to manage multitasks and remain focus under pressure
- Excellent oral and written communication skills in English
- Commitment to professional ethics in working with highly sensitive and confidential information
- Commitment to Christian values
- Strong organizational skills
- Strong technical skills and proficiency with Word, Excel, PowerPoint, Outlook, Data systems and Social Media
- Proven ability to manage Airlines, Car, Train and Hotel Bookings

Leave benefits: Holiday leave, Annual leave, personal leave, sick leave, leave without pay, bereavement leave, Jury Duty, weather delays/closings.

- Part-time: 20-25 hours per week
- On-site position
- Flexible schedule

Please submit your resume through email addressed to:

Father Pascal Kumanda, CICM

Missionhurst, Inc

4651 25th Street North

Arlington, VA 22207

Phone: (703)528-5804

Email: promotion@missionhurst.org

WHO ARE WE?

Missionhurst - CICM (Congregatio Immaculati Cordis Mariae) was founded in 1862 by a Belgian priest, Fr. Theophile Verbist, for the evangelization of China. Inspired by Father Verbist's example, Missionhurst priests and brothers have been first to proclaim the Good News in places where the Gospel is not preached or lived. Today, Missionhurst - CICM missionaries continue this long tradition of caring for God's poorest and most neglected. Missionhurst - CICM missionaries are prepared to stay, live among the people, share in their privation and participate in the day-to-day effort needed to achieve life-long spiritual and material changes.

WHAT WE DO

In response to people's most urgent needs, Missionhurst-CICM missionaries may start a new farming project, build a new church, chapel, or school, lay the foundation for clean water, work to improve nutrition and health, establish a loving home for orphans and abandoned children, start a leadership and skills formation program, or a sheltered workshop for the handicapped, or provide "seed" money to village entrepreneurs who are struggling to start a small business. The heart of Missionhurst missionaries' work continues to be sharing the hope and comfort of the Gospel while relieving the suffering of our poorest, most neglected brothers and sister in Christ.

WHERE WE ARE

Cameroon, Central Africa Republic, Democratic Republic of Congo, Malawi, Senegal, Zambia, Hong Kong, Japan, Taiwan, Singapore, Indonesia, Mongolia, Philippines, Canada, United States of America, Guatemala, Mexico, Haiti, Dominican Republic, Brazil, Netherlands, Belgium, France, Italy.

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