



Lausanne Movement

Connecting influencers and ideas for global mission

Position Description

POSITION TITLE: Scholarship Manager for Lausanne events and gatherings

POSITION SUMMARY:

This position is part-time, but could possibly be upgraded to full time based on the qualifications of the person and hours desired. No accounting degree is required, but general knowledge of finance and the ability to work accurately with details is critical. Additionally, the ability to work with spreadsheets such as Excel is necessary. This position is completely remote, but requires a solid wifi connection. The position reports directly to the Lausanne Chief Financial Officer. The schedule of hours worked is flexible, but will be coordinated with the supervisor.

FUNCTIONS AND RESPONSIBILITIES:

The person filling this position would handle a variety of event scholarship related items including:

- Working closely with the Lausanne registrar for Seoul 2024 in receiving online applications for scholarships from individuals worldwide.
- Keeping track of scholarship applications and working closely with regional directors and issue group leaders in prioritizing scholarship awards based on scholarship policies.
- Communicating with scholarship applicants pertaining to the award status of the application.
- Executing and administrating the scholarship awards. This includes both the crediting of registration fees or actual sending of funds to those awarded a scholarship.
- Working closely with the Chief Financial Officer handling any issues that arise in the scholarship area.

SKILLS AND EXPERIENCE NECESSARY:

1. Strong capabilities with Microsoft Excel/Google sheets
2. Has strong communication skills verbally and in written form such as emails and text.
3. Works well with people internationally.
4. Has strong general computer skills and can learn computer software systems in a short time. No computer programming is necessary.
5. Is able to travel internationally up to two times per year as part of the job responsibility.
6. Is a self-starter able to work from home without face-to-face supervision.
7. Has a personal relationship to Jesus Christ and is in agreement with the Lausanne Covenant (<https://lausanne.org/content/covenant/lausanne-covenant>)

Spiritual



Lausanne Movement

- Follower of Jesus Christ
- Affirmation of the Lausanne Covenant (www.lausanne.org/covenant)
- Ability to interact sensitively with people from diverse Christian theological perspectives within the global Body of Christ, under the common commitment of the Lausanne Covenant.

To apply for this position please submit your resume and cover letter to Lausanne's CFO, Lawrence Russell, at lrussell@lausanne.org. Questions about the role can also be directed to Lawrence Russell.