MCC SALT Service Opportunity

**Assignment Title & Partner Organization:** SALT: Communication and Donor Relations Assistant – Episcopal Diocese

**Term:** August 17, 2021 – July 21, 2022  
**FTE:** 1.0  
**Location:** Cairo, Egypt  
**Date Required:** August 17, 2021

Program information and policies can be found at mcc.org/salt

*MCC is an equal opportunity employer, committed to employment equity. MCC values diversity and invites all qualified candidates to apply.*

**Synopsis:**

The SALTer will support the work of the Episcopal Diocese of Egypt through its Refuge Egypt Ministry. The participant will become familiar with the work and programs of Refuge-Egypt and the situation/needs of the refugee communities in Cairo. They will collate information in order to prepare reports of Refuge Egypt’s work for donors as well as write proposals for new funding and/or new areas of work. They will promote the services offered by Refuge-Egypt to the target communities.

**Qualifications:**

- Strong interpersonal skills with an interest and dedication in building relationships.
- Strong word processing skills and experience with databases and web development.
- Strong English language and grammar skills.
- Good time management and ability to complete tasks on time.
- Understanding and compassion towards refugee issues.
- Openness to learning about the Episcopal Church in Egypt and its development work and the Christian church in general in Egypt.
- Willingness to learn Egyptian Colloquial Arabic.
- Flexibility, patience and adaptability.
- Willingness to work at a diversity of tasks in an office setting.

**Assignment Narrative:**

MCC Egypt works in partnership with the Coptic Orthodox, Coptic Evangelical and Anglican Churches seeking to support their life and witness as they work to improve their communities. Egyptian Christians, who trace their history back to St. Mark the gospel writer, live as a minority of perhaps ten percent of the population in a Muslim society. Churches provide pastoral care for their
members and reach out to their neighbors with services such as education and health. Church compounds serve as gathering places for their communities and hubs of extended social and family networks.

This assignment is associated with the Anglican Church in Egypt. The participant’s function is mainly to help strengthen the English language capacity of the diocese in the areas of communication and fundraising.

The SALTer is part of a team of workers in the Refuge Egypt office and will be accountable to the Director of Refuge Egypt which is a ministry of the Episcopal Diocese of Egypt. For more information see: [http://www.refuge-egypt.org/](http://www.refuge-egypt.org/) and also [http://dioceseofegypt.org/](http://dioceseofegypt.org/)

**Duties:**

This position is primarily office-based in supporting the Refuge Egypt ministry of the Episcopal Diocese of Egypt to do the following duties:

**Fundraising**
- Compiling and editing funding proposals for Refuge Egypt ministries.
- Completing regular reports on projects funded by church partners.

**Communications**
- Updating the Refuge Egypt website with situation reports, stories and needs.
- Preparing regular newsletters (e.g. bimonthly) and updates about our work and the situation that we are working in with African asylum seekers and refugees in Cairo.
- Preparing regular specific reports to various funding organizations according to their requested formats and required content.
- Preparing marketing and awareness raising media for using with people locally and internationally about the work and needs of Refuge-Egypt.
- Collecting, sharing, and sending stories about refugees whose life has been blessed, touched, saved, transformed, because of the various humanitarian and spiritual services of Refuge-Egypt. This requires:
  - Encouraging team leaders and staff at staff meetings to share such human interest stories, and to have a file for such stories ready, including digital photos.
  - Attending monthly staff meetings and various occasions e.g. graduations of courses, youth events that are out of usual office hours.

**Donor Relations**
- Receiving visitors from churches and organizations and possible donors to give them background on the activities and programs of Refuge-Egypt, and to take them in a short tour around the compound and sites of programs of Refuge-Egypt.
- Managing emails and communication with partners.
- Working closely with members of the management team of Refuge-Egypt and the Diocese, keeping communication channels open about our work.
- Attending the weekly Management meeting and monthly staff meetings.

**Location Description:**

The SALTer will live and work in Zamalek, Cairo as a member of the MCC Egypt team and will be seconded to the Archbishop of the Episcopal Diocese of Egypt with North Africa and the Horn of
Africa. The SALTer will live across the street from the Anglican Cathedral in a building owned by the Anglican Church. The SALTer may live alone in a bachelor suite or share a flat with another person who works at the Diocese who will not be a member of the MCC team.

Cairo is a bustling metropolis of 22 million people and streets are crowded and busy at all hours of the day and night. Cultural opportunities abound including museums, art galleries, theatre, ancient monuments, lectures, shopping, and restaurants. Egypt’s ancient sites, natural beauty and cultural attractions are generally affordable and easy to access for day trips and longer holidays. Western consumer products, services and entertainment are readily available, and prices are affordable however, MCCers are expected to live a simple lifestyle and live within budget guidelines.

There is an extensive and inexpensive network of trains, buses and taxis between and within towns and cities and MCC workers primarily use this public transportation system. Good medical care is available. The weather is hot for five months, cool for three, and beautifully pleasant with warm sunny days and cool evenings for the four months in between.

Outside of Egyptian church services (various Protestant denominations or Orthodox) in Arabic, possibilities for worshiping in English in Cairo include four or five Protestant or non-denominational congregations, Catholic Mass opportunities in several locations (and various other languages), a Quaker meeting and a monthly Coptic Orthodox Mass and Bible study in English.

The MCC Egypt team consists of about 7-10 people, although numbers fluctuate. The team endeavors to be supportive of each other and to create a good spirit of cooperation, mutual service and fun. The whole MCC group gathers monthly for events such as worship, business meetings, parties, retreats, lectures and field trips.

**Challenges:**

- The COVID-19 pandemic continues to affect countries around the world. While we remain hopeful that the pandemic will have stabilized by August 2021, to prioritize the well-being and limit risk to our participants and the local community, assessments of each assignment will continue on a regular basis. If it is deemed that an assignment is no longer viable, we will do our best to help you secure an alternative assignment.
- The challenges of an MCC assignment in Cairo are basically the challenges of living in a big city. It is noisy, polluted and crowded, with significant time spent getting from one place to another. It can be difficult to build meaningful relationships with others who are caught up in hectic daily lives.
- Cairo comes alive at night, in all its exuberance and noise - and when neighbors are celebrating, sleep can be difficult. It is essential that all MCCers in Egypt live by the lifestyle guidelines as MCC is in Egypt in partnership with the churches and we are accountable to the church, MCC and the community.
- Egypt is not as safe as it once was. Random sporadic violence continues. Theft and vandalism are on the rise partly due to high unemployment rates, low wages and reduced security. MCC Egypt regularly adapts and adjusts security policies to reflect current security realities. These policies include restrictions on social media postings and mobility both inside and outside of Cairo.
- Personal frustration can arise as a result of rude behavior and harassment in the street, especially for women. In conversation with others, workers find ways to decrease the likelihood of such encounters, learn to recognize dangerous situations and cope so that the frustration does not become overwhelming. At the same time, there are kind, helpful and
respectful strangers on Egyptian streets. In general, streets are safer than those of most large cities in Canada and the U.S.

- The local area and churches are not supportive to LGBTQ+ persons. LGBTQ+ lifestyles are considered illegal. Support of or participation in such lifestyles can be dangerous.
- Managing frustration when things don’t turn out as expected can be hard. While we do our best to determine and outline job responsibilities with our local partners, assignments really come alive based on the passions, skills, and giftings of an individual. Responsibilities may change or be refined over time in communication with supervisors to meet the ongoing changes and needs within a local context. As such, the greatest characteristics a participant can bring to an assignment are adaptability, flexibility, patience, a willingness to get your hands dirty, and humility to complete even mundane tasks.
- For those who are very task oriented, it can be a challenge to recognize the importance of "being" instead of always "doing" as building healthy relationships and mutually transformative learning is an important part of the participant experience. We hope participants will come with a desire to walk alongside our local partners, rather than see the assignment solely as a way to "get things done".