

Responsible for Communications (one year volunteering)

Since its establishment in 2006 Bolivia Digna has been developing and working on programs aimed at promoting social development, violence prevention, and protection of children who are often victims of violence. Currently, the organisation works in two sites in the suburbs of Cochabamba, in communities where people are living well below the poverty line, and are often being marginalized by the rest of the society. Bolivia Digna strives to provide informal education and support to children aged 4 to 15, thus giving the children the motivation to encourage future changes in their own communities.

We are currently looking for a long-term volunteer who is passionate and motivated about working with children and international communications. During this volunteering you will participate in the daily activities of Bolivia Digna, and will get invaluable field experience in working with children directly, which is necessary to understand our activities and communicate about them. This volunteering will give you a better understanding of the inner-workings of an NGO, develop your humanitarian skills and international communications knowledge, while giving you direct responsibilities.

This post is really important to the Foundation as it helps making it sustainable by ensuring there are enough volunteers to work with the children. This includes looking for volunteers, being the main contact for them, support them before and during their stay, amongst other tasks.

Tasks description:

- Participate in the weekly team meetings (twice per week);
- Be the contact person of the association: answer to all emails and messages on Facebook;
- Create content and post regularly on social media (Facebook, Twitter, Instagram) in English and Spanish;
- Manage the weekly newsletter and the volunteers' blog;
- Schedule Skype calls with potential volunteers and help them before their stay with questions on the association and practicalities (eg. Visa, vaccines, flights, etc.);
- Make the planning of upcoming volunteers (dates, flight details, interests) and manage their arrival;
- Keep contact and statistics of past volunteers (including locals);
- Manage local volunteers: answer to messages, meet with interested volunteers to explain them about the organisation, and assign them to the sites;
- Promote the volunteering internationally through agencies (current partners) and universities (regularly send internship offers) to make sure to have sufficient volunteers for Bolivia Digna and its partners;
- Regularly look for potential new partners in order to further promote volunteering (agencies, schools);
- Manage the fundraising funds (funds directly for the projects with the children) and write short monthly reports to each donators;
- Create regular fundraising projects together with other volunteers (once per month or once every two months) like selling food in the streets, cooking classes, a marathon, lotteries, etc.
- Encourage other volunteers to do a fundraising campaign or to be involved in the fundraising activities;
- Actively maintain contact with and look for sponsors in Bolivia for the materials and snacks;
- Organise local campaigns to receive recyclable material usable for the activities with the children;
- Coordinate with other volunteers: make sure they receive a training from the volunteer coordinator and from the educator, divide the work and get support if necessary, make the planning of who goes where on the sites everyday.



FUNDACIÓN BOLIVIA DIGNA

Requirements:

- Experience with NGOs, children education, international development, or communications desirable;
- Experience with social media necessary;
- At least intermediate level Spanish;
- At least intermediate level of English
- Desirable but not mandatory: intermediate level of French
- Experience with WordPress an advantage;
- Experience with InDesign, Illustrator and/or Photoshop an advantage;
- Experience with fundraising an advantage;
- Flexibility, organizational skills, openness;

Terms and conditions:

- Training with the current person responsible for communications and volunteer coordinator (at least 1 month)
- Long-term volunteering (one year) only
- Work hours: 30 hours per week, Monday to Friday, exceptionally on week-ends (eg. Fundraising events)
- Accommodation offered in a calm and secured house in the city centre with all amenities
- Breakfast and lunch from Monday to Friday
- When: to ideally start in between end of May and end of June

Apply at info@boliviadigna.org

If you are looking to make a difference, get in touch with us!

