



NISGUA SEEKS A COMMUNICATIONS AND DEVELOPMENT COORDINATOR FOR GUATEMALA CITY OFFICE

Job Posted: March 28, 2017

Last Date to Apply: May 1, 2017

Anticipated Start Date: July 3, 2017 **Location:** Guatemala City, Guatemala

COMMUNICATIONS & DEVELOPMENT COORDINATOR JOB DESCRIPTION

The Communications and Development Coordinator is responsible for using communications tools and strategies to advance NISGUA's mission, strengthen its network, and expand its grassroots fundraising initiatives. Together with other program staff, they will be responsible for bottom-lining the creation and distribution of information and analysis on the current situation in Guatemala through written and web-based materials, including urgent actions and campaigns, news updates and press releases, and in-depth reports via NISGUA's web-page, blog, social media, and list serves. Development responsibilities include co-ordination of all organizational grassroots fundraising initiatives, as well as small grant research and applications. They participate fully in NISGUA's staff team on organizational and administrative priorities. All communications and development responsibilities are grounded in the goal of amplifying Guatemalan voices and building relationships between Guatemalan and U.S. activists.

NISGUA is an equal opportunity employer. Indigenous, multiracial/POC, poor/working class, and queer people are strongly encouraged to apply.

PRIMARY RESPONSIBILITIES:

Development

- Participate and provide leadership as a member of staff-board fundraising committee charged with maintaining a holistic vision for NISGUA's fundraising strategy
- Bottom-line all major fundraising initiatives together with U.S. Operations Coordinator, with support from NISGUA staff and board
- Support the growth of NISGUA's base of individual grassroots donors by developing and implementing strategies for donor engagement, cultivation, and stewardship
- Research and apply for small grants in coordination with other staff and the fundraising committee

Communications

- Maintaining, updating, and expanding the NISGUA website
- Coordinate the production, editing, and distribution of original content for monthly solidarity updates, quarterly mailers, and blog posts
- Coordinate NISGUA's presence on social media, including daily updates on Facebook and Twitter
- Develop messaging and implement strategy for campaign work

Organizational Management

- Coordinate with NISGUA's staff and board on organizational and program budget management, as well as general vision and work priorities
- Share office administration tasks with NISGUA team

Minimum requirements include:

- Fluency in English and Spanish
- 2 years minimum of professional experience working on one or more NISGUA themes, such as Latin America, justice and accountability, human rights, ecological justice, indigenous rights or extractive industries
- Experience in grassroots fundraising and small grant writing/research
- Strong and proven independent writing and analysis skills, previous experience in journalism and communications a plus
- Demonstrated commitment to racial justice
- Desire to work within a horizontal leadership model, engage in solidarity work based on principles of social justice, and lead communications work that prioritizes and amplifies Guatemalan voices

The ideal candidate will have the following qualifications:

- Exceptional writing, editing, and translating skills (English/Spanish)
- Strong analytical skills
- Non-profit fundraising experience
- Proficiency in website management and basic skills in graphic design
- Ability to strategize around communications elements for campaign work and action alerts
- Experience living/working/traveling in Latin America and a critical understanding of U.S.-Latin America relations (Guatemala-specific experience and knowledge preferred)
- Self-motivated, ability to work effectively as part of a team and independently
- Attention to detail
- Experience with consensus-based decision making processes, group leadership, and facilitation
- Ability to represent NISGUA in international and Guatemalan coalition spaces and events

ABOUT NISGUA

The Network in Solidarity with the People of Guatemala (NISGUA) links people in the U.S. and Guatemala, with a focus on our common struggles for justice, dignity, human rights, and respect for the earth. Formed in 1981, at the height of Guatemala's internal armed conflict, NISGUA's network today is comprised of thousands of people across the U.S. who are part of a global movement to demand justice, challenge corporate-led development, push to change current U.S. policies, and advocate for grassroots alternatives.

NISGUA employs strategic, creative, and coordinated grassroots activism and advocacy to pursue justice for human rights abuses, including those committed during Guatemala's 36-year internal armed conflict. Integrally linked to crimes of the past, we also stand with communities and social movements in Guatemala that are organizing to defend their natural resources in the face of mega-projects.

NISGUA develops in-depth analysis and disseminates electronic and print information about the political context in Guatemala and the ongoing struggle to end impunity. NISGUA trains and places

human rights observers ("accompaniers") to provide a non-violent response to the threats and harassment faced by survivors of Guatemala's war and grassroots organizations working for justice and in defense of life and territory. In addition, we organize yearly speakers' tours in which Guatemalan activists educate and share perspectives with groups across the U.S.

With offices in Oakland, CA and Guatemala City, NISGUA works in close collaboration with Guatemalan civil society organizations and social movement groups, as well as in conjunction with our U.S.-based partner groups, grassroots allies and solidarity committees across the country. NISGUA's major program areas include our **Justice and Accountability Program**, our **Defense of Life and Territory Program**, and our **Guatemala Accompaniment Project (GAP)**. For more information visit www.nisgua.org.

Compensation: Annual salary of \$14,000; health and dental benefits; Guatemalan holidays (9.5 days total); 3 weeks paid vacation; comp time; additional benefits.

Location: The position is based in Guatemala City, Guatemala.

Accountability: The Communications and Development Coordinator is accountable to NISGUA staff and board. Our team is guided by a horizontal, consensus-based decision-making, as well as a dynamic and collaborative working style.

Position open until filled. Applications accepted immediately and interviews will be rolling.

Please e-mail a cover letter in Spanish, a resume in English, a 2-3 page writing sample in English and a list of three professional references to: jobs@nisgua.org. Please put "Communications and Development Coordinator" in subject line.