

## EVENTS AND FUNDRAISING COORDINATOR

### **Working to support disadvantaged young people or trekking the Inca Trail? Why not do both?!**

*Get the best of both worlds for a volunteering opportunity where you give your skills and experience, rather than your money.*

Are you looking for a break from the 9 – 5? Or with the end of your studies finally in sight you may be wondering what exactly is it that you are supposed to do now? Or are you looking to do a year abroad as a part of your studies, or even before you start your studies, in an exciting and challenging environment? **Instead of choosing between travel and working – why not do both?**

When volunteering with LAFF your skills will be put to good use and you will have the opportunity to work directly with beneficiaries, gain valuable field experience and increased awareness of International Development issues. Based in beautiful Peru, on the doorstep of Machu Picchu, this is also a great chance to practice and improve your Spanish language fluency. After being supported into your new role through our pre-departure and in-country induction, you will work in Cusco as a valued member of our small team of enthusiastic and skilled professionals from around the globe, under the guidance and supervision of our Programme Manager. What better way to gain valuable work experience in the field than taking on this challenging and CV-boosting professional role!

#### **About LAFF:**

The Latin American Foundation for the Future (LAFF) is a UK-registered charity supporting marginalised children and young people in Peru. We work through local partner organisations in Cusco and support activities and projects in the areas of formal education; vocational skills and personal development; and sustainability, including income generation, cost reduction and capacity building. We strive to empower our beneficiaries, enabling them to become independent and sustainable.

LAFF seeks a skilled individual for a full time volunteering position.

**Position Title:** Events and Fundraising Coordinator

**Location:** Cusco, Peru.

**Employment Type:** Unpaid volunteering position/ full time

**Leave:** 2 days per month

**Application Deadline:** ongoing (we frequently require replacement volunteers, so apply now!)

**Duration:** 3-6 months

#### **Summary**

The Events and Fundraising Coordinator, in collaboration with the local volunteer team in Cusco, provides organisational support and planning in the realization of fundraising events to aid LAFF's programmatic work and support for partners. This is a dynamic and flexible role that can result in the coordination of both small and large-scale events and campaigns.

[WWW.LAFFCHARITY.ORG.UK](http://WWW.LAFFCHARITY.ORG.UK)   [INFO@LAFFCHARITY.ORG.UK](mailto:INFO@LAFFCHARITY.ORG.UK)

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## Responsibilities

Under the supervision of the Programme Manager and in conjunction with the entire volunteer team in Cusco, the Events and Fundraising Coordinator will be expected to carry out the following tasks:

- Identify, plan and host fundraising events.
- Network and establish contact with individuals and businesses for potential event collaboration or partnership.
- Maintain a detailed database of local Cusco contacts.
- Take primary responsibility for all planning, logistics and arrangement of LAFF's on-going events and campaigns.
- Actively promote and create awareness of LAFF's events, targeting the appropriate audiences and potential attendees (i.e. local or expat communities, tourist groups, etc).

## Requirements

- Undergraduate degree in Public Relations, Communications, International Development, Event Management (or related field), or experience in a similar role.
- 6 months of volunteering or work experience; PR/Communications/Event Planning experience highly desired.
- Energetic with excellent interpersonal and networking skills.
- Advanced proficiency in either English or Spanish required, but high proficiency in both languages highly desirable.
- Strong management and organisational abilities.
- Highly organized, flexible, independent, culturally sensitive and detail oriented with the ability to multitask.

## Personal Qualities

We are looking for motivated self-starters who are able to work independently as well as being good team players. A non-judgmental approach and commitment to learning is essential, as well as a positive outlook and preparedness for the realities of volunteering in a Latin American country.

In order to apply for this fantastic opportunity, please download an application form from our website ([www.laffcharity.org.uk](http://www.laffcharity.org.uk)) and submit it, together with your CV, to: [info@laffcharity.org.uk](mailto:info@laffcharity.org.uk). Please include the title of the position you are applying for in the subject line of your message.

**Note:** Volunteers are expected to cover all their own costs – including flights, visas, insurance and living expenses. Applications not compliant with the instructions above will not be accepted. All successful volunteer applicants must undergo a police check prior to acceptance. LAFF will hold interviews with suitable applicants. Due to the high volume of applications, we are only able to contact successful applicants.

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