



Projects 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, rather than your money.

Are you looking for a break from 9-5? Or are you looking to do a year abroad as part of your studies, or even before you start your studies, in an exciting and challenging environment? When volunteering with LAFF your skills will be put to good use. You will have the opportunity to work directly with beneficiaries and gain valuable field experience and an increased awareness of international development issues. Based in beautiful Peru, on the doorstep of Machu Picchu, this is also a great chance to improve your Spanish fluency.

Location: Cusco

Employment Type: Full-time unpaid volunteering positions of minimum 7 hours per day are preferable, though applications for part time roles are also considered.

Leave: 2 days per month

Duration: 3 months

Application Deadline: Ongoing

Given that LAFF is a small volunteer-led charity, the Internal Projects Coordinator provides support to the Programme Manager in all aspects of LAFF's internal operations programme planning, reporting, budgeting and delivery. This is a diverse role that encompasses all facets of NGO management.

Objectives of this Role

Under the supervision of the Program Manager, the Projects Coordinator will be expected to carry out the following tasks:

- Collaborate with the Programme Manager to ensure that LAFF's strategic and annual work plan are being implemented
- Provide administrative and logistical support
- Maintain and update LAFF's recruitment platforms and database
- Organise, schedule and take part in meetings, interviews and events when necessary
- Draft documents, contracts, agreements and reports
- Ensure that all data and policies are consistent, thorough and accessible
- Identify partners/beneficiaries needs and provide technical support when relevant
- Provide support in the monitoring of LAFF's internal programmes
- Represent LAFF when necessary and expand its local network in Cusco
- Visit projects to follow up progress on capacity building projects
- Contribute towards the internal development of LAFF
- Provide support carrying out tasks of other volunteer roles when they are not filled

Skills and Qualifications

- Undergraduate degree in a related field (Communications, Languages, International Relations) or experience working in a communications role.

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LATIN AMERICAN FOUNDATION FOR THE FUTURE

- 6 months of volunteering experience and/or work experience in the NGO sector highly desirable.
- Proficiency in written and spoken English required, intermediate level Spanish desired.
- A strong passion to develop skills related to the not-profit sector.
- Solid report-writing skills.
- Excellent interpersonal and written communication skills.
- Interest in acquiring communications and International Development experience.
- Highly organized, flexible, independent, culturally sensitive and detail oriented with the ability to multitask.
- Extensive knowledge of MS Office.

Personal Qualities

We are looking for a motivated individual who is able to work individually and as part of a team. The Projects Coordinator position requires a proactive attitude and attention to detail to ensure LAFF functions smoothly and reaches its full potential. The Projects Coordinator must be ready to take on a wide range of tasks and responsibilities in order to support LAFF's activities.

About Latin American Foundation for the Future

The Latin American foundation for the Future (LAFF) is a UK-based 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; sustainability, including income generation, cost reduction and capacity building. We strive to empower our beneficiaries enabling them to become independent and sustainable.

To apply:

Complete and submit a response to our [volunteer application form](#) and highlight 'Projects Coordinator' as your area under the 'Coordinator Positions' section.

Please note this position is unpaid. Successful applicants will be contacted to arrange an online interview.

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