

## Projects Coordinator

**Are you looking for a break from 9-5? Do you want to immerse yourself in a new culture, gain valuable experience in the non-profit sector, and improve your Spanish fluency?**

*By joining our team, you will engage with and support the local community, contributing to projects that enhance children's access to quality education and personal development.*

Located in Cusco, known as the historic capital of the Inca Empire, our office is in a prime location for tourism and adventure. On the doorstep of Machu Picchu, one of the Seven Wonders of the World, Cusco offers spectacular landscapes, a vibrant cultural heritage, and endless opportunities for exploration.

**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.
- 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.