



Volunteer - Partnerships Coordinator, Spanish Speaking

Location: Remote, based anywhere

Employment Type: Minimum 6 months commitment

Contract Type: Volunteer

Background

The Breteau Foundation (BF) aims to provide children with access to quality education content, resources and technology. Since 2014, we have reached 100,000 children globally across 13 countries. In Latin America, our programme continues to expand rapidly across the region in multiple countries. As our presence grows in the region, we are looking for a volunteer who can support us with developing our network of NGO, corporate and government partners in Colombia and Mexico.

Key Responsibilities

The Volunteer Partnerships Coordinator will work closely with our Latin America team to:

- Identify relevant education NGOs and environmental NGOs in Colombia and Mexico that may be potential partners to extend our impact in the region
- Support with drafting proposals and emails to potential partners who can contribute to distributing the Plastic Episode and workshops to primary teachers in the Latin America region
- Where applicable, develop blog articles or other relevant flyers, presentations or materials to promote our work in the region to partners

Qualifications, Skills and Experience

The right candidate will need to be able to demonstrate their experience and skills relating to the responsibilities above. They will also be required to meet the relevant qualifications, skills and experience following:

- Bilingual in English and Spanish
- Excellent verbal and written skills
- At least three years of experience working in a similar role or in marketing, preferably in the Latin America Region
- Experience working in a non-profit, preferably within education
- Able to work closely in a small team
- Be conscientious and detail-focused

All volunteers are required to volunteer at the Foundation for a minimum of 6 months and complete a criminal record check. For this position, we are looking for a remote volunteer who can commit to at least 1 day/week.

Email your CV and a cover letter to Michelle Chung, michelle@breteaufoundation.org