



Volunteer - Database Management (Spanish Speaking)

Location: Remote, based anywhere

Employment Type: Minimum 3 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 to other spanish-speaking regions, we are looking for a volunteer who can support us with organising our contacts database.

Key Responsibilities

The Volunteer will work closely with our European team, and will be responsible for:

- Reviewing and analysing the existing database to identify areas that need improvement and organisation
- Organising and categorising data according to the criteria provided by the Foundation.
- Adding new information to the database as needed, following established data entry procedures

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:

- Strong attention to detail and accuracy in data management
- Basic computer skills, including proficiency in data entry and familiarity with database software (Microsoft Excel, Google Sheets)
- Ability to follow guidelines and criteria for organising and categorising data
- Experience working in a non-profit organisation, preferably within education
- Able to work closely in a small team
- Conscientious and detail-focused

All volunteers are required to volunteer at the Foundation for a minimum of 3 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.

Please email your CV and cover letter to sasha@breteaufoundation.org and yhira@breteaufoundation.org.