

## Internal Strategy Coordinator

### General Requirements

We seek interns and volunteers who are physically, mentally and emotionally fit and do not back down from a challenge. Working in the Amazon is not for the faint of heart. The weather is hot and humid, there are often many bugs and mosquitoes. River travel is not the most comfortable form of transportation, though it is the most common. You are expected to work hard, with a high level of autonomy and initiative. When staying in indigenous communities, there is no running water or flushing toilets. While you may not permanently live in a community, you might be there for lengths of time depending on your role. Flexibility and patience are also extremely important. Things happen at their own pace here in the Amazon, and patience is definitely a virtue.

That being said, the rewards of persevering and facing these challenges yield innumerable opportunities for growth and learning.

### Overall Role

Location: Pucallpa, Peru.

An opportunity to work closely with the entire team at Alianza Arkana to manage several internal administrative tasks, fundraising, and awareness raising for projects, campaigns, and roles. This role is crucial in ensuring the smooth running of the organization, building a strong backbone for all internal affairs, and securing a sustainable future for Alianza Arkana and our work with Shipibo people. The intern will work closely with one or more Grant Writer(s), the Development Coordinator, Communications Coordinator, and Project Coordinators, who may be based in Pucallpa or abroad.

Our core team each need to be here for a minimum of 9 months in order to ensure that the organization has a stable infrastructure. We are looking for graduates or people with good experience in their area for these roles. To make this viable, we offer free accommodation, and if you are in need of more support to come and work here, we can discuss a temporary stipend and options for applying for funding through us for your time here.

## Main Duties and Responsibilities

- Coordinate between the different departments of Alianza Arkana (administration, communications and projects).
- Design internal structures and organizational processes for the optimal functioning of the organization.
- Call bi-weekly meetings in order to ensure transparency within the organization.
- Archive the monthly reports sent by the project coordinators and use these monthly reports to draft the annual report.
- Get to know, understand, and participate in our work in order to have an in-depth knowledge of it for fundraising and partnership purposes.
- Collaborate with our team in identifying fundraising needs and priorities, develop major fundraising plans and strategies, establish realistic and achievable timelines.
- Research foundations, corporate sponsors, other non--profit organizations, and government agencies to evaluate prospective grants. Identify and apply to grants.
- Work closely with the Communications Coordinator and Development Coordinator in effectively raising awareness of Alianza Arkana globally.
- Maintain an up-to-date a bank of information that can be used for different grants.
- Work with the Communications Coordinator and Development Coordinator to maintain donor databases.
- Send quarterly fundraising appeals.
- Maintain long--term projects running on Global Giving.
- Commit to a minimum of **NINE MONTHS**.

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## Qualifications, Skills, and Qualities

- Degree to Bachelor or Masters level (preferable) in a relevant field. (We welcome interns who would like to include the work placement as part of their degree).
- Excellent written English.
- Fluent Spanish.
- High energy and passion for Alianza Arkana's mission is essential.
- Ability to generate innovative initiatives, design efficient methods for running a non-hierarchical organization (organizational design), fundraising and network-building that are congruent with and help promote our philosophy and values.
- Independent, driven, professional, sensitive, collaborative, innovative.

## Details

Please read all of the text on the 'Get Involved' page of our website for specific details about this role.

## How to Apply

Please send the following information to [info@alianzaarkana.org](mailto:info@alianzaarkana.org) with 'Get Involved' in the subject heading.

- Your curriculum vitae or resumé.
- A cover letter explaining in more detail your interest in partnering with Alianza Arkana.
- A completed Volunteer and Internship Questionnaire (see below).

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## Volunteer and Internship Questionnaire

Please respond to the questions below, keeping each of your responses within the limit of 150 words.

- Name:
- Age:
- Position you are applying for:
- When you would like to begin and for how long?
- What is your level of Spanish fluency?
- Describe what skills you possess that would be beneficial to our work.
- What experiences do you have working with diversity, and what have you learned based on these experiences?
- What experience do you have working with indigenous peoples, if any?
- What do you think the role of an NGO/Non-profit should be in working with indigenous peoples?
- How do you think creativity and the arts can be useful in work with indigenous peoples?
- What do you enjoy doing outside of work?
- Describe a peak experience when you thought life couldn't possibly get any better.
- How do you deal with conflict and discomfort?
- What would you like to learn from your time here?
- What do you need to unlearn?

**We are happy you are interested in coming to the Peruvian Amazon to collaborate with Alianza Arkana!**