

Communications 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 be a core part of the Alianza Arkana team, working closely with all areas to efficiently and effectively raise global awareness of the valuable work we do here. The intern will oversee and coordinate all communications for the organization as well as maintaining/creating communications strategies and bringing creativity into the operations of the organization.

Main Duties and Responsibilities

- Promote the vision, mission and strategic goals of Alianza Arkana.
- Work closely with the team in planning, developing and implementing communication strategies and campaigns.
- Logistics within the organization: organizing meetings, conferences and workshops.
- Ensure media coverage.
- Manage social media sites and website, working closely with the rest of the team, Web Developers and Fundraising Coordinator.
- Oversee visual communications.
- Update the website with new information, blogs, news.
- Write blogs and generate new website content with program leaders, interns and volunteers.
- Send quarterly newsletters.
- Plan and implement fundraising appeals with the Fundraising Coordinator and Project Managers

Other responsibilities may include but are not limited to

- Research topics relevant to Peruvian indigenous issues and the Amazon, and larger transnational Amazonian indigenous movements.
- Ensuring the mailing list is up to date and well maintained.
- Prepare agendas for staff meetings agendas and keep minutes.

Qualifications and Skills

- Qualification to Bachelor or Master level (preferable) in a relevant field. (We welcome interns who would like to include the work placement as part of their degree).
- Excellent writing skills in English and/or Spanish.
- Intermediate Spanish or above.
- High energy and passion for Alianza Arkana's mission is essential.
- Independent, driven, professional, collaborative.

As an intern you will

- Gain valuable experience working with an intimate, committed team, learn how the entire NGO functions, and grapple with the complexities of working with indigenous peoples in a context marked by five hundred years of colonialization, past and present racism and discrimination, and current globalization.

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 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).

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!