TITLE: Communication and Documentation Officer

PARTNER(S): Alianza Cacao Perú (ACP)

COUNTRY AND PLACE OF ASSIGNMENT: Peru, Tingo María

CONTRACT DURATION: 12 weeks

DESCRIPTION:

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

Alianza Cacao Perú (ACP) is a cooperative that brings together public and private investment partners with the objective of having Peru recognized as a world leader in fine cocoa production. They also work to improve producers’ living conditions through a sustainable and alternative dominant business model. The Alliance operates in the regions of San Martín, Huánuco and Ucayali. Its program consists of two phases: establishing a profitable, inclusive and sustainable production model for fine aroma cocoa; and coaching cooperatives and associations of regular and fine aroma cocoa producers on how to gain international recognition through a stronger international marketing strategy and by promoting openness and good governance within their cooperatives.

It is in this context that the ACP is looking for a volunteer advisor in communication to support the San Martín office.

RESPONSIBILITIES:

- Learn about the context and dynamics of the communications in the Lima and Tingo offices.
- Support the ACP in the development of gender sensitive communication material in
## financial education (booklets, messages, etc.)
- Document success stories and activities by producers
- Support the creation of content for various ACP and Uniterra social media platforms.
- Facilitate the sharing of best practices between the Alianza and its partners.
- Ensure the participation and representation of women and youth in all activities and events.
- Prepare and draft reports required by the host organization and the Uniterra program.

### QUALIFICATIONS:
- Work, academic, or volunteer experience in the communication and social network fields.
- IT skills (for instance, Microsoft Suite, use of databases, website design, etc.).
- Strong written and oral communication skills
- Capacity to conduct analysis and synthesize results.
- Ability to work in an intercultural environment.
- Ability to work independently and with a team.
- Knowledge of Spanish, intermediate level desired. Possibility of a two-week intensive Spanish course.