<table>
<thead>
<tr>
<th><strong>TITLE:</strong> Communication and Documentation Officer</th>
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<tbody>
<tr>
<td><strong>PARTNER(S):</strong> Amigos del Lago de Atitlán</td>
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<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong> Guatemala, Sololá Department</td>
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<td><strong>CONTRACT DURATION:</strong> 12 weeks</td>
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### 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.

Amigos del Lago de Atitlán is a private organization founded in 1990. Its goal is to preserve and protect the region’s natural resources through outreach, education and development projects which also benefits the people living near Lake Atitlan and its basin. The organization’s projects fall into three categories: environmental education, scientific research and environmental remediation. It specifically targets the fifteen municipalities surrounding Lake Atitlan, one of the country’s most valuable resources, and its watersheds.

### RESPONSIBILITIES:

- Analyze communication needs within the partner organization
- Research and draft case studies and share on social media
- Document success stories and partner’s activities and create content for online newsletters
- Support the creation of content for various social platforms (eg. Facebook, Twitter, YouTube, Instagram, blogs, etc.)
- Ensure the participation of women and youth, as well as their representation, in all
- Write reports required by partners and the Uniterra program

QUALIFICATIONS:

- Work, academic, internship or volunteer experience in the area of communication and social media
- Strong IT skills (e.g. Microsoft package, use of databases, website design, etc.)
- Strong writing and communication skills
- Analytical and synthesis skills
- Ability to work in an intercultural environment
- Ability to work independently and in a team
- Intermediate level of Spanish required