



B·T·S | R·E·S

Maritimes-Guatemala Breaking the Silence Network
c/o Tatamagouche Centre
RR#3, Tatamagouche, NS
B0K 1V0
<http://www.breakingthesilenceblog.com>

Lead Volunteer Cooperant

- Start April 2019 if possible and no later than early June
- Ideally live and work in Guatemala City
- One-year contract position including international health insurance, return airfare to Guatemala, coverage of expenses (with the possibility of renewal of a second year)
- 37.5 hours per week
- \$22,000 CAD
- 4 weeks of vacation plus statutory holidays

Under supervision of the BTS Guatemala Coordinator, the successful applicant:

- Will attend training May 16th-21st in Tatamagouche, NS. Training and orientation in Guatemala City in June
- Work directly with BTS partners in Guatemala. In collaboration with BTS partners, create and develop placements for several (6-8) long and short-term volunteer cooperants, as required
- Responsible for volunteer cooperant program including participating in the hiring of cooperants, supporting on the ground and facilitating reflections, developing an orientation program in Guatemala (with support from staff and Volunteer Committee), continuing to develop short and long-term placement with Guatemala partners, orienting and supporting cooperants on the ground in Guatemala (including regular reflections, partners' meetings, travel throughout Guatemala)
- Be on call for immediate short-term human rights accompaniment work
- Coordinate communication updates from cooperants
- Support the work of BTS Coordinators i.e.: communications with Guatemala partners and the BTS network, accompaniment and partner support
- Attend regular staff meetings with co-workers (in-person and virtually)
- Review and follow personnel policies
- Willing and able to carry out administrative work (e.g.: expenses, documenting and reporting work hours)
- Provide bi-weekly communication update on work to co-workers and contribute to monthly newsletter
- Regularly post on social media
- Must be willing and able to travel throughout Guatemala

Required Qualities, Skills and Experience

- Experience working with volunteers (especially in an immersive environment)
- Experience in Guatemala and/ or Latin America

- High level of Spanish and English (written and spoken)
- High level of analysis and writing skills
- Ability to be very flexible (e.g.: work scheduling, travel, etc.)
- Able to take the initiative
- Be self-directed and a team player, and know when to be either
- Strong interpersonal communications skills
- Demonstrated organizational skills
- Experience working from a solidarity-based approach
- Ability to apply an anti-oppression lens in this position
- Experience with social justice movements
- Experience with transformational processes (including guiding and supporting cooperants)

Desired Qualities

- Experience with BTS Maritimes Guatemala Solidarity Network
- Experience with human rights accompaniment
- Demonstrated ability to manage stress
- Training/ experience in adult education, conflict resolution
- Experience organizing volunteers
- Experience using social media for organizational purposes
- Willingness to be connected with BTS in the long-term

Application Details:

Please submit your resume, cover letter, the names and contact information of three references, and where you heard about the job posting, in ONE document, by e-mail to BreakingtheSilenceHiring@gmail.com by **Mon. February 18, 2019**.

Please ensure that you indicate the position title in your subject line. Only short-listed candidates will be contacted to arrange for an interview.

As an equity seeking organization, BTS encourages applications from individuals that represent the full diversity of communities, including complexities of intersecting identities such as ability, age, class, gender, race and sexual orientation.