



## PARTNERSHIP COORDINATOR

Operation Groundswell is a non-profit organization that offers travel, community service, and educational experiences around the world. Our aim is to build a community of “backpacktivists” – ethical travelers that are socially, environmentally, and politically aware of their impact in the communities they travel to and live in.

We are seeking a Partnership Coordinator who will ensure that our relationships with our partners continue to grow and develop through a solidaristic framework.

### **Duties and Responsibilities**

The Partnership Coordinator’s primary responsibility is to ensure that our partnerships and projects meet the standards and expectations set by our stakeholders.

The Partnership Coordinator will:

- Develop a diverse set of new partnerships in the region
- Act as point of contact between new staff, Program Leaders and our existing partners
- Conduct two rounds of partner visits per year
- Maintain our current partnerships, working with partners to develop new strategies to create impact for our stakeholders
- Evaluate, assess and report on the projects and partnerships in the region
- Train Program Leaders on partners and projects
- Facilitate meaningful exchange between on-site partners and OG groups
- Manage the Community Contribution budget

### **Preferred Knowledge/Skills**

- Must be fluent in Spanish and conversational in English
- Passionate and knowledgeable about OG’s perspective on solidaristic partnerships
- Intimate familiarity with Guatemala
- Experience coordinating development projects with a diverse set of stakeholders
- Empathetic and tactful communicator. You’re able to orient yourself towards the needs of the person you’re speaking or writing to.
- A really, really good listener
- Ability to organize a complex schedule, a large variety of stakeholders, and the budget that brings it all together



### **Compensation, Hours, and other Logistics**

This is a full time position out of our office in San Juan La Laguna, Guatemala. The anticipated start date is **November 20, 2018**. Compensation starts at \$17,770 CAD.

### **How to Apply**

Please send a cover letter and resume to our Regional Director, Bobby Murphy. Use the subject line "FirstName\_LastName\_PartnershipCoordinator" and direct your email to [jobs@operationgroundswell.com](mailto:jobs@operationgroundswell.com). Applications will be reviewed on a rolling basis and will close on **October 25, 2018**.