

Volunteer Coordinator

Location: Arequipa, Peru Start date: February or March 2022 Duration: min. 6 month

As the Volunteer Coordinator you will be responsible for all project volunteers (national and international) in Arequipa. You will be the main point of contact for orientation, support and coordination of all volunteers. This role is extremely important to our organization because volunteers adjusting to the cultural differences and getting settled into their projects can be a challenge. Maintaining close relations with all our volunteers is the key to being successful in this position, as you will play a central part in their experience volunteering with Intiwawa.

Responsibilities

- Coordination with the German and Peruvian team of Intiwawa, especially with the General Director and Project Coordinator, as well as Recruitment coordinators in Germany and Perú.
- Be the point of contact for future and current volunteers
- Welcome new volunteers and provide orientation
- Support and coordination of all volunteers in the project
- Organisation of volunteer events for team-building
- Mediation between field volunteers and committee members

Requirements

- Excellent written and spoken English and Spanish
- High level of motivation, initiative and confidence
- Excellent organizational and administrative skills
- Excellent interpersonal, conflict resolution, and intercultural communication skills and ability to work in multicultural, collaborative environment
- Flexibility and ability to adapt to new environments, resourcefulness, and sensitivity to cultural differences
- Ability to work effectively both individually and as a member of a team

Details

- The position is **voluntary** (unpaid) and part-time (**around 30-35 hours/week**)
 - Flexible, unconventional schedule
 - Low-cost housing available
 - Work-related expenses are covered
 - A letter of reference and certificate will be provided at the end of the term

*Please send a letter of motivation, CV and your criminal record certificate to
volunteer@intiwawa.com*