



## Companion Community Development Alternatives (CoCoDA)

El Salvador, October 4<sup>th</sup>, 2022

### CoCoDA Assistant Director in El Salvador Job Description

#### Organizational Information

CoCoDA is a non-profit organization devoted to the mission of cooperating in projects for democratic, community-based social and economic development in Central America, and promoting awareness and social responsibility in the United States for more just relations with Latin America. We've worked in El Salvador since 1992 and in Nicaragua since 2015. More information is at [www.cocoda.org](http://www.cocoda.org).

#### Overview

The purpose of this full-time position is to support the work of the CoCoDA Director in El Salvador in the areas of Delegation Coordination, Project Management and Communications. This person will serve as the Assistant to the CoCoDA Director in El Salvador.

#### Essential Duties and Responsibilities

##### DELEGATION WORK

The Assistant Director will be responsible of the logistics of our delegation programs.

##### Pre Delegation Work

- Work with our partners to find and prep a community to host a delegation in coordination with the El Salvador CoCoDA Director.
- Work with our partners to coordinate homestays, prep the family and community, lead a homestay orientation for Salvadorans, identify and train meal providers, and negotiate the food budget.
- Organize the orientation schedule, transportation, food and housing in San Salvador.
- Collect information about diet and allergies
- Organize transportation for the delegation.



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- Prep homestays with bottled water, mosquito netting and fans.
- Locate someone to do daily laundry for the group and negotiate payment.
- Work with the community on a welcome and departure party in coordination with the El Salvador CoCoDA Director.

### During Delegation Work

- Finalize and coordinate daily transportation, food and construction details with drivers, cooks and contractors. Make sure materials are present for work.
- Check in and accompany the delegation in coordination with the El Salvador CoCoDA Director.
- Organize daily reflections if the delegation leaders are not doing so in coordination with the El Salvador CoCoDA Director.
- Accompany the delegates to the hospital when there are health issues.
- Post periodic updates on our Social Media.

### Post Delegation Work

- Create a report for the Board in coordination with the El Salvador CoCoDA Director.
- Follow-up and evaluation with all parties.

## PROJECT WORK

The Assistant Director will be responsible of the logistics of our projects.

### Water Projects

- Create a project package with all the information for a water project in coordination with the El Salvador CoCoDA Director.
- Go to the community, see and learn about the technical specs of the water source, the pumping system, etc. in coordination with the El Salvador CoCoDA Director.
- Post periodic updates during the implementation of the project.
- Create a final report in coordination with the El Salvador CoCoDA Director.

### YLC Scholarship Program

- Learn the history of popular education and the refugee camps.
- Use our social media to highlight program and students accomplishments.
- Visit the scholarship house periodically in coordination with the El Salvador CoCoDA Director.



### Continuing Medical Education Program

- Send invitations through our social platforms.
- Attend and record meeting.
- Send our recording to all physicians.

### Speakers Bureau

- Find speakers from the communities and partners as required by the groups requesting a presentation.
- Prepare the locations, power points for the presentations.
- Assist the guest speakers and do the interpretation for those presentations when required.

### Liaison Work

- Accompany the midwives on visits in coordination with the El Salvador CoCoDA Director.
- Visit past communities to meet with leaders and check on projects – past and future in coordination with the El Salvador CoCoDA Director.
- Support and represent CoCoDA at the annual Festival del Cerro de Guazapa in coordination with the El Salvador CoCoDA Director.
- Attend and report at staff meetings.
- Emergency work in coordination with the El Salvador CoCoDA Director.

## COMMUNICATION WORK

The Assistant Director will have primary responsibility for our social media.

- Manages the CoCoDA website and periodically updates content in coordination with the El Salvador CoCoDA Director.
- Manages all present and future social media platforms including Facebook, Instagram, Twitter, LinkedIn and other platforms as determined in coordination with the El Salvador CoCoDA Director.
- Actively works to expose new audiences to CoCoDA through various communications platforms and campaigns as well as through earned media.
- Working with graphic designers, creates images and infographics for digital platforms.
- Assists staff and Board members in creating presentations and power points.
- Creates and manages CoCoDA's digital, photo and video resources.





- Tracks and reports on all earned media.
- Responds to or distributes all external contacts for information.
- Assists with special events and off-site outreach events.
- Other duties as assigned by the El Salvador CoCoDA Director or Executive Director.

### Job Requirements and Preferences

- Citizen of El Salvador;
- Degree in Marketing, Communication, Graphic Design, Public Relations or other related field and/or experience in marketing, communications and public relations preferable.
- Ability to coordinate groups.
- Ability to communicate orally and in writing in both English and Spanish is required.
- Ability to work cross culturally and internationally.
- Ability to develop and transmit appropriate social media communications.
- Ability to use technology such as computers, digital cameras, video equipment, etc..
- Working knowledge of CoCoDA, its operation, mission, and purpose.
- Ability to develop effective working relationships with other staff.
- Ability to develop and maintain external partnerships and working relationships.

### Working Conditions

The Assistant CoCoDA Director will:

- Work under the supervision of the El Salvador CoCoDA Director.
- Work from their home.
- Be supplied with a high-quality phone, computer and internet access.
- Participate in all CoCoDA staff meetings.
- Be expected to occasionally travel in Central America and to the United States.

### Compensation

Compensation is negotiable based on the applicant's skills and experience, but will initially be in the range of \$500.00 - \$750.00 monthly depending on experience and skills.





## Application Process

Applicants should...

1. E-mail Karilyn Vides at [karilyn@cocoda.org](mailto:karilyn@cocoda.org) with their interest in applying.
2. Submit a resume or CV in English and Spanish.
3. Attach or send links to the following:
  - a. Social Media platform they designed or managed.
  - b. A Power Point Presentation they created.
  - c. Additional products the applicant believes highlight their skills.

**Applications must be received by November 1<sup>st</sup>.** Applicants will be notified immediately about interview arrangements. A decision concerning employment will be made by December 1<sup>st</sup>, 2022.

Those with questions concerning this opportunity should contact Karilyn Vides at [karilyn@cocoda.org](mailto:karilyn@cocoda.org)

