

## Urgent positions and requirements

**yellow = projects that needs to be done onsite in Peru**

**green= projects that could be done virtually until it is possible to travel onsite to Peru**

**blue= projects that can be done remotely**

POSITION	DESCRIPTION	REQUIRED PROFIL
<b>FINANCE ASSISTANT</b>  required as soon as possible	The finance assistant plays a key role in ensuring smooth and timely operations, recording, planning and analysis within Intiwawa's finance and administration functions. The Finance assistant supports the Finance coordinator in Perú in an array of critical functions including maintenance of financial records and reporting.	<b><u>FINANCIAL ASSISTANT:</u></b> <ul style="list-style-type: none"> <li>• ADMINISTRATION</li> <li>• ECONOMY</li> <li>• FINANCES</li> <li>• INTERNATIONAL RELATIONS</li> </ul>
<b>DIGITAL FUNDRAISING COORDINATOR</b>  required as soon as possible	The Digital Fundraising Coordinator is responsible for planning, organizing, and managing all of Intiwawa's peer-to-peer, crowdfunding, grassroots and digital fundraising efforts. The digital fundraising coordinator reports to the General Director, and works closely and collaboratively with Intiwawa's programs, sales, finance, and communications teams throughout the year to maximize fundraising. A specific objective will be to take over and further develop the campaign "Break the Cycle".	<b><u>PROJECT COORDINATOR:</u></b> <ul style="list-style-type: none"> <li>• MARKETING (non-profit)</li> <li>• ADMINISTRATION</li> <li>• MANAGEMENT</li> <li>• related to the area</li> </ul>
<b>LEADER - MADRES LUCHADORAS PROJECT</b>  required as soon as possible	The leader of our Madres Luchadoras project will be responsible for the direct community work of Intiwawa on the field. In this position, you directly accompany the women who participate in our Madres Luchadoras project and coordinate their schedule and activities with our project coordinator, trainer, and psychologist. You will be the main point of contact for the team and project participants and contribute with your initiative and creativity on progressing this project.	<b><u>PROJECT COORDINATOR:</u></b> <ul style="list-style-type: none"> <li>• SOCIAL WORK</li> <li>• PSYCHOLOGY</li> <li>• EDUCATION</li> <li>• ADMINISTRATION</li> <li>• related to the area</li> </ul>
<b>LEADER - HOMEWORK PROJECT</b>	As the leader of the afterschool homework project, you will be	<b><u>LEADER OF TAREAS:</u></b>

<p>required from June 2021</p>	<p>responsible for the direct community work of Intiwawa with the 59 students we currently support. In this position, you will accompany, support, and coordinate all activities with our education volunteers, whose aim is to strengthen the skills and performance of the students impacted by Intiwawa. You will also be responsible for the documentation and follow up of the efficient and effective running of the project. You will be the main point of contact for the team and contribute with your initiative and creativity on progressing the project.</p>	<ul style="list-style-type: none"> <li>• SOCIAL WORK</li> <li>• PSYCHOLOGY</li> <li>• EDUCATION</li> <li>• related to the area</li> </ul>
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**ADDITIONAL PLACEMENT POSSIBILITIES:**

**Placement in Impact Measurement:** one student who works directly with the responsible person of the management of knowledge to make evident the impact of Intiwawa in the communities.  
→ currently not required

**COMMENTS:**

- We ask for a minimum 6 month commitment for all Coordinator and Leader positions.
- Other requirements: 18 years old minimum; good spanish and english skills

If you are interested in any placement position please send your CV, motivation letter and criminal report in english or spanish language to [volunteer@intiwawa.com](mailto:volunteer@intiwawa.com)