



POSITION DESCRIPTION

Position: Communications and Events Assistant

Reports to: Communications Officer and/or Development Officer, dependent on time of year

Organization description:

Founded in 1984, Agros International is a non-profit organization that breaks the cycle of poverty for farming families in rural Latin America through economic and social development. Inspired by the teachings of Jesus, Agros creates paths from poverty to prosperity by advancing opportunities for land ownership, market-led agriculture, financial empowerment, and health and well-being. Over the past 35 years Agros has partnered with 45 rural communities in El Salvador, Guatemala, Honduras, Mexico, and Nicaragua, impacting the lives of over 12,000 people.

Position description:

The Communications and Events Assistant plays a critical role in the hands-on execution of Agros' communications and events—both areas having as a primary goal the generation of new, continued, and increased philanthropic support of the organization. The Communications and Events Assistant is an exciting position for someone eager to learn new skills in communications, events, and fundraising. They must be flexible and reliable and have a strong professional interest in at least one of the following: visual or written communications, event planning, and/or international development. The Communications and Events Assistant will help with analyzing, archiving, and creating print and e-communications as well as assist with the preparation, day-of logistics, and post-event stewardship of key fundraising events.

Communications duties:

- Translate and transcribe interviews conducted in Spanish
- Archive social media activity and maintain social media reports
- Update and organize Agros' photo archive
- Update Agros' website as directed
- Proofread outgoing communications
- Opportunities may arise to write and/or design content for social media, eblasts, website, and print communications

Event duties:

- Make phone calls to event attendees as needed
- Assist with volunteer coordination
- Help prepare post-event materials for Community Partners, Table Captains, and other participants
- Interview attendees about their experience
- Assist in the creation of a physical and digital archives for events

Qualifications and experience:

- Punctual and reliable
- Flexible and eager to learn
- Comfortable working with computers and other technology
- Strong customer service skills

- Strong written and verbal communications skills.
- Experience or interest in copy writing/editing/proofreading
- Experience or interest in graphic design
- Experience or interest in social media
- Proficiency/fluency in Spanish is required
- Experience in and understanding of Latin America is a plus
- Desire to contribute to the development team and assist with a variety of projects
- Comfortable working in a Christian context as described in [Agros' faith statement](#)
- Undergraduate students or those with similar experience are encouraged to apply

Schedule:

Assistant and manager will work together to create a regular schedule of 10 – 15 hours per week between 11am and 6pm, Monday through Friday.

Due to the current Coronavirus situation, we are seeking a candidate who is able and willing to work from home with staff and tech support available as needed. The ideal candidate will live in the Seattle area and be able to visit our Seattle offices when social distancing regulations are relaxed.

The ideal candidate will be available October through June or longer; however, applicants for fall or winter months only will also be considered. Please note your availability in your cover letter.

Compensation:

This is an unpaid internship. The internship will be a meaningful learning experience. Interns will receive hands-on professional experience and mentorship.

This internship may be converted into a paid work study position for students eligible for the Washington State Work Study program. If you are applying as a work study student, please reference this in your cover letter.

How to apply:

Send your resume and cover letter to sierrag@agros.org with “Development and Communications Assistant” in the subject line. Applications without a cover letter will not be considered. Priority deadline: Sept. 28. Applications are reviewed as they are received, and the position will remain open until filled. No phone calls please.