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| **JOB TITLE:** | Partnerships |
| **TYPE OF CONTRACT:** | Voluntary Assistant |
| **UNIT/DIVISION:** | Regional Bureau for Latin America and the Caribbean |
| **DUTY STATION (City, Country):** | Panama city, Panama |
| **DURATION:** | 6 months |
| **REPORTING LINE** | Under the supervision of partnerships officer |

**KEY RESPONSIBILITIES**

1. Support in the development of a private sector knowledge management hub for CO’s (similar to the Brand Partnerships and GWA Trello) including creation of business development and account management content and materials
2. Support in the campaign development and outreach with influencers in key markets we have fundraising campaigns (primarily Chile) utilizing HQ tool Brandwatch Influence and guidelines.
3. Support in maintenance for forecasts and presentations as well as continued support to business development including pitch development, private sector materials, prospect mappings as needed.
4. Any other duties as assigned.

**STANDARD MINUMUM QUALIFICATIONS**

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| **Education:** | * Currently enrolled in University in marketing and communications, political sciences, international relations or other related field. |
| **Languages:** | * Fluency in oral and written communication in English. * Fluency in Spanish would be good asset |
| **Knowledge and skills** | * Knowledge in creation of communications materials, and the use of Canva * Knowledge of Trello, Brandwatch, influencer marketing would be preferred |