

Communications Coordinator

Job Description

Position Summary:

We are looking for someone (man or woman) with experience in Marketing and Communications, proactive, with strong family and Christian values (Catholic or Protestant) willing to use their gifts and talents to bless others. To provide quality video, photo, and written content about the projects and programs being facilitated in communities in Guatemala.

This content will be used on social media, marketing emails, fundraising campaigns, and much more. It is important the content provided be of the highest quality and completed in a timely manner.

This will constitute the majority of the role as the communications Coordinator. Other duties might include translating sponsorship letters, assisting with events, leading trip teams during trip season, etc.

Please send your resume and requested salary to recursoshumanos@acodihue.com by February the 29th
Working area: San Antonio Huista.

In ACODIHUE we encourage the participation of young people.

Ideal Candidate Would Possess:

- A love for Jesus and people.
- Passion for eradicating poverty around the world.
- Fluent in speaking, reading, and writing in English. **(Requirement)**
- Ability to Travel Frequently
- Driving skills. Both car and motorcycle
- Detail-oriented
- Creative mindset and ability to multitask.
- Ability to work on a team.
- Prior experience with marketing or journalism preferred.
- University degree

Technical Requirements:

- Strong videography skills.
 - Able to use professional video equipment to record, edit, and produce short-form videos (usually 1-10 minutes long). **(Requirement)**
 - Ability to add captions to videos
 - A strong understanding of audio and lighting is necessary.
 - An understanding of the differences between video content needs for social media (specific sizes) versus content for events (length).
 - Experience with Final Cut Pro, Canva, or other similar editing programs.
 - Story-telling ability through video

- Strong Photography skills.
 - Able to beautifully capture project updates, trip team coverage, program coverage, and more.
 - A strong understanding of lighting is necessary.
 - Able to edit and provide color correction if necessary.
 - Experience with photoshop or other similar editing programs.
- Strong Writing skills.
 - A background in journalism or blogging is helpful.
 - Must be able to write blogs (1,100 – 1,500) in English.
 - Grammar and editing skills are a must.