

Communications Advisor

LOCATION:

BOLIVIA , La Paz

DURATION:

Flexible duration

EXPECTED DEPARTURE DATE:

Departure date is contingent upon completion of administrative file and approval of visa. Applications will be reviewed on an ongoing basis and position will remain open until filled.

OVERVIEW:

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC).

Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 200 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world's most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca

TYPE OF ASSIGNMENT:

Volunteer Cooperant (VC/OS)

Unaccompanied assignment - This assignment does not include support for accompanying partners or dependants

PARTNER:

Gobierno Autonomo Municipal de La Paz

PARTNER DESCRIPTION:

The Municipal Agency for Tourism Development La Paz Maravillosa is the La Paz Municipal Autonomous Government's body in charge of developing and promoting touristic activities. The Agency seeks to link the tourism sector with the handicraft sector, and to increase the number of tourists visiting La Paz, building on the city's nomination as one of the world's seven most beautiful cities.

ROLES AND RESPONSIBILITIES:

- The objective of this mandate is to support the elaboration of a communications strategy with a view to building the partner's communications capacities.
- Facilitate an assessment of the partner's existing internal and external communications strategy
- In accordance with recommendations, promote the documentation and utilization of good practices and create new external and internal communications initiatives
- Build the partner's internal and external communications capacities, while working to ensure that the content thereof contributes to gender equality and youth inclusion
- Ensure that communications products are in line with the partner's internal communications policies and respect Uniterro program's graphics standards
- Ensure that the partner's Uniterro related events and activities achieve visibility via social media, blogs or the Uniterro program's weekly newsletter
- Support the partner in the updating of its website and/or addition of content, as needs dictate
- Collaborate with the partner in its photographic materials management and support creation of video materials, as required
- Consolidate the results, document best practices and participate in the implementation of exit strategies.
- Produce reports for the partner and the Uniterro program, as required

QUALIFICATIONS:

- University degree in communication, social sciences, international relations or any other relevant field
- Professional experience in communication
- Experience in Information Technology Management
- Excellent ability in oral and written Spanish
- Support capacity advice and training
- Ability to analyze, summarize and write
- Ability to work in an intercultural environment
- Capacity of autonomy and teamwork
- Very good sense of organization
- Knowledge of the Equality between Women and Men Policy an asset

VOLUNTEER BENEFITS AND SUPPORT:

- Support and guidance prior to departure and while on assignment in country.
- Participation in a pre-departure training where you will have the opportunity to learn about the program, gain practical skills for living and working in an intercultural context and meet other volunteers. Travel, meals and accommodation are covered.

- In-country orientation and briefing upon arrival in country.
- Language training in country where required.
- Return flights, visas and work permits.
- Cost of required country specific vaccinations and antimalarials.
- Health insurance.
- Modest monthly living allowance while overseas.
- Accommodation while overseas.
- Vacation leave entitlement.
- Return debriefing in Canada after completion of assignment. Travel, meals and accommodation are covered.
- An incredible opportunity to enhance your professional skills and participate in an experience of a lifetime!

ELIGIBILITY REQUIREMENTS:

- Applicants must be a **Canadian citizen or permanent resident of Canada** between the ages of 18-70.
- Departure date is contingent upon the timely completion of all administrative requirements (e.g. visa processes, medical clearance, police checks, and travel documentation).
- With the support of the program, all volunteers shall undertake to make a minimum financial contribution of \$1,500 for participating in the program.

TO APPLY:

- You must ensure that you have a **SYGESCA** session open and that your profile contains a curriculum vitae before applying for the **position**.

FOR INQUIRIES REGARDING THIS ASSIGNMENT, PLEASE CONTACT:

Kendra Stapleton

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Agente de recrutement et mobilisation des volontaires, Programme Uniterra

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