



International Communications & Program Support Coordinator

Application Deadline: ASAP (We will be reviewing applications on a rolling basis and filling the position as soon as we find the right candidate)

Start Date: To be filled as soon as possible

Location: Chajul, El Quiché, Guatemala

Position Description: Limitless Horizons Ixil seeks a creative, flexible, relationship-oriented team member with excellent communications and interpersonal skills, who is passionate about international community development and interested in nonprofit management, communications, and development. The International Communications & Program Support Coordinator will be an experienced project manager working to further the development of our programs through communications and donor relations, as well as building capacity for local team members to lead their programs. The ideal candidate will be an adaptable and supportive team member, an independent, self-motivated worker, and strong critical-thinker. They must also have excellent written and oral English skills, advanced oral and written Spanish skills, and must be comfortable working closely with a diverse international and often remote team. The International Communications & Program Support Coordinator will report to the Director of Development & Communications (based in the US) and work in partnership with the rest of the Guatemalan and international team.

Because we are a small team, each colleague has a wide variety of responsibilities. We hire team members who are flexible, eager to learn new things, and willing to engage in both high-level and administrative work. Working with Limitless Horizons Ixil is a tremendous opportunity for personal and professional growth; team members are given significant responsibility and independence in their work and are mentored by the Executive Director, colleagues, and the Board of Directors. This is a multifaceted opportunity for the right individual to join our small NGO with a 19-year record of excellence in community development. We are led by a strong, passionate, and committed local indigenous staff, the majority of whom are women. The work is challenging, exhilarating, and could be the most rewarding endeavor you ever undertake.

Organizational Overview: Limitless Horizons Ixil is a non-religious, non-partisan Guatemala-based organization. Our mission is to create opportunities for the indigenous youth, women, and families of Chajul, Guatemala to develop the academic and professional skills needed to effect change in their lives and community. **Limitless Horizons Ixil achieves its goals through the integration of its core programs:**

- ***Colegio Horizontes*** is the innovative middle and high school we opened in January 2022, led by Ixil women. Our school is expanding by adding a grade each year until we reach full capacity, and is providing high-quality education to indigenous youth in Chajul. In January 2024 we will begin construction of our high school building, and are underway developing the school curriculum. *Colegio Horizontes* brings culturally responsive, rigorous, and engaging academics to Chajul for the first time, opening doors for girls to attend and thrive in school along with a small group of boy allies. Students will be part of a new generation of civic-minded youth who are academically prepared for college and well-paying careers.
- The ***Saber Sin Limites (Limitless Knowledge) Community Library*** serves 500+ members, while offering the entire community access to around 10,000 books and literacy programming, academic support, and other resources.
- The **Emerging Leaders Program** provides alumni with ongoing support in their transitions to university, employment, and/or entrepreneurship.

Responsibilities:

- **Communications, Development, & Donor Relations - 60-70% of workload**
 - Support and coordinate communications to our network (including drafting and publishing social media posts, e-newsletters, blogs, and other communication materials, and taking photos and video), in

collaboration with the Director of Development & Communications

- Support in executing annual development and communication plan and specific strategies
- Support with management of online presence, including social media outlets and website
- Create small thank you or appeal videos for communications or individual donors
- Interview local students, staff, and community members for communications and grant content
- Draft reports to team members, board, partners, and donors in English
- Support with fundraising campaigns
- Translate communications between scholars and sponsors and support sponsorship program and Development Manager as needed

- **Community Engagement Trips**

- Support with Limitless Horizons Ixil's occasional community engagement trips, including communications, planning, and logistics
- Lead occasional groups during visits to Chajul and other parts of Guatemala
- Coordinate visits from sponsors, donors, and other visiting individuals and small groups
- Supervise on-site volunteers and interns as needed

- **Program and School Development & Strategic Planning**

- Provide program managers and school leadership team with support and follow-up in their programs, activities, and priorities; this may include:
 - Occasional help to coordinate workshops and activities for youth and families
 - Leading or supporting research or other projects that the team may identify
 - Coordinating information and meetings between specific partners, international staff members, volunteers etc in order to bring training, materials, and support to the local team.
 - Supporting in school planning and/or teacher support

- **Capacity Building**

- Provide support and training to local team as needed
- Assist with creating and maintaining team cohesion, professional development, and support around international development best practices, with focus on United Nations Sustainable Development Goals

Qualifications:

Required

- At least 1 year of professional work experience
- Bachelor's degree in a relevant field or equivalent work experience
- Experience with photography, videography, and video editing (or eager to learn)
- Experienced at managing projects and juggling multiple deadlines
- Excellent interpersonal skills and a relationship-oriented work ethic, ready to be a collaborative team player
- Flexible, patient, diplomatic, and friendly with a positive attitude
- Fluent in English (native or near-native level) and excellent Spanish verbal and written communication skills
- Excellent writer capable of communicating effectively with various audiences
- Extremely detail-oriented and organized
- Responsible, reliable, and proactive
- Ability to work both independently and with a team
- Reflective and eager to learn
- Understanding of and commitment to Guatemalan local leadership and team capacity building with commitment to integrating equity practices in daily work
- Interested in international development and indigenous communities, and respectful of local and indigenous cultures
- Prepared for the challenges (and rewards) of living in an isolated and developing indigenous community
- Commitment to the mission and work of Limitless Horizons Ixil and *Colegio Horizontes*

Preferred

- 3+ years of professional work experience, including nonprofit/NGO, and/or school experience

- Experience in communications, writing, marketing, and/or social media (experience with communications tools such as Constant Contact, MailChimp, social media management tools ideal but not required)
- Experience in fundraising and/or donor relations (experience with databases especially CRMs or donor databases such as Salesforce or Blackbaud products ideal but not required)
- Experience living in a developing country (Latin America preferred)
- Experience working with youth and/or families, and/or in a school or educational setting
- Experience leading trips and/or activities for groups of youth and/or adults
- Meeting facilitation skills and project management experience
- Experience with monitoring and evaluations and/or budgets
- Experience with simple graphic design and related programs (e.g. Canva, Adobe products, iMovie, etc.)

Compensation & Benefits: Limitless Horizons Ixil offers compensation equivalent to a professional Guatemalan teacher that is more than enough to cover living expenses, as well as some additional personal expenses. Limitless Horizons Ixil also pays for housing (in a Limitless Horizons Ixil fully equip house in Nebaj shared with 1-2 other international staff members), flights to and from Guatemala (up to USD \$800/year to be reimbursed after successful fulfillment of contract), health/travel insurance (up to USD \$750/year to be reimbursed after successful fulfillment of contract), and costs associated with 90-day visa renewals. We are also open to collaborate on grant proposals to secure additional compensation, university opportunities, or paid opportunities such as through Fulbright. Paid time off is also included. While Limitless Horizons Ixil requires a minimum commitment of 15 months, we encourage colleagues to stay on for an additional year following an evaluation at the end of the contract, and will implement a 10% pay raise after one year, and a 20% pay raise after 18 months. Limitless Horizons Ixil team members get 7 weeks of time off in the 15-month contract (last 2 weeks of December, 1 week around Easter, and 20 other personal days), plus Guatemalan Independence Day (Sept. 15). International team members staying past their initial contract of 15 months will earn additional vacation days.

Work & Housing Location:

The tempurant Ixil region is isolated by beautiful mountains (7000 ft/ 2500 meters) and has maintained its rich Maya Ixil traditions and language. Chajul, Nebaj, and Cotzal are the three counties that make up the Ixil region in the Department of Quiché in the western highlands of Guatemala. Limitless Horizons Ixil serves Chajul, which consists of an urban center (pop. 20,000) and many outlying rural villages (pop. 30,000). Having been at the heart of Guatemala’s 36-year civil war, Chajul experiences post-war challenges such as land displacement and fragmented families. Within the community, 93% of families live in poverty with 27% in extreme poverty. Limited educational opportunity remains a significant impediment to progress, with only 11% of youth in Chajul graduating from middle school.

This role works between the Chajul locations of Limitless Horizons Ixil’s programming, and the town of Nebaj where the International Operations & School Coordinator will live, about a 45-minute drive from Chajul. The role will be in person, based out of our office at our new school in Chajul. While the Ixil region is a rewarding and beautiful place to live, it is not without its challenges. As is the case in much of the developing world, water quality is poor and illness is common. Limitless Horizons Ixil works hard to maintain the health of its team, providing water filters, as well as reimbursing travel insurance and maintaining a wide network of quality healthcare providers in the region and beyond. The ideal candidate will be understanding of these risks, eager to tackle the challenges of living in the developing world for the reward of participating in truly meaningful work.

How to Apply: Email resume and cover letter to opportunities@limitlesshorizonsixil.org with “International Communications & Program Support Coordinator [Your Name]” in the subject line. Only successful candidates will be contacted. If selected for an interview, references and work samples may be requested.