



Semilla Nueva

7a. Avenida 14-44, Zona 9 | Edificio La Galeria Local #17 | Guatemala
info@semillanueva.org | (502) 2331-0626

TERMS OF REFERENCE **International Communications Fellow**

Date: As soon as possible

TITLE:

International Communications Fellow

PROGRAM/DEPARTMENT:

Communications and Donor Management

REPORTS TO :

International Relations and Outreach Officer

OBJECTIVE:

Assist to develop communication materials, manage ongoing donor outreach, and foster partner relationships.

Activities y Responsibilities

1. Design outreach materials for supporters and partner organizations such as Plataforma BioFORT
2. Collect photos, videos, and stories from farmers and institutional partners
3. Work with the Semilla Nueva International Relations and Outreach Officer and Plataforma BioFORT Development and Engagement Coordinator to relay messaging to donors, partnering institutions, and interested individuals via social media and publications
4. Prepare and assist with donor visits, presentations, and field trips
5. Update Communications and Donor Management manuals
6. Maintenance of communication and donor management systems
7. Develop graphics with Adobe Illustrator for use in outreach materials

Education and Knowledge Required

- Experience in communications, marketing, graphic design, donor relationship management, story-telling, photography and/or videography

Desired Credentials

- Ability to problem solve creatively and independently
- A passion for international and rural development
- Experience with social media, graphic design

Language Skills

- Intermediate to Fluent Spanish

Other Requirements

We ask for a minimum commitment of six months, with opportunities for growth within the organization. We are looking for a new team member who not only wants to share their skills and experience to help our organization grow, but also who shares our values and is passionate about working alongside farmers and institutions to find sustainable solutions in rural development. Although unpaid, Semilla Nueva fellows have moved on to prestigious graduate programs and international development and agricultural organizations after their experience and connections made while with the organization.