

Secretaría General

Overview of the Organization

Malnutrition affects over a billion people worldwide, and Guatemala has the third highest rate in the world with nearly half of children suffering stunted growth. Semilla Nueva works with scientists, farmers, and the Guatemalan government to promote biofortified crops. Biofortified corn, beans and others have been bred to have higher yields, better taste, and far more nutrients. These new crops allow farmers and families to continue growing and eating what they traditionally have, while dramatically improving the nutrition of their children, and the entire food system. Semilla Nueva's goal is to reach more than a million people with these new crops in the next five years.

Semilla Nueva works directly with farmers to test, improve and disseminate these new seeds. We achieve scaling through collaborations with farmer groups, NGOs, the government and through direct sales of commercial seeds based on innovative social marketing campaigns. We have also constructed a national collaboration to promote biofortified seeds, which has helped nearly 20 organizations throughout the country reach 5,000 families in its first year. Our newest seed, launched in 2016, has already changed the daily diets of 27,000 people, and we hope to reach 60,000 in 2017. This year marked our first year of commercial seed sales, which we hope in five years will provide over half of our revenue, allowing Semilla Nueva to become more financially sustainable.

We are hiring a secretaría general to form and maintain partnerships with other organizations, take on time sensitive projects to allow for the growth of Semilla Nueva, and act as a general assistant to the Executive Director. Externally, Semilla Nueva's model requires partnerships with donors, foundations, international scientists, research organizations, and dozens of local NGOs, companies, and government organizations. Internally, Semilla Nueva requires collaboration between departments dedicated to seed production, marketing, sales efforts, collaborations, research and development, fundraising, and administrative development. This position will assist the Executive Director in managing these external relationships and developing Semilla Nueva's internal departments. The job will be highly diverse, involving assisting the executive director in preparing a presentation for a Guatemalan government agency one day, traveling to a conference on social entrepreneurship the next, and assisting another department of the organization form a new partnership the next. The secretaría general will also serve as an assistant to the executive director, driving during trips to the field, taking notes in meetings, and overseeing the executive director's schedule. This job is an opportunity for someone who is passionate about rural development, management, and social entrepreneurship to directly participate from a variety of angles, and take on responsibilities that can lead to changing the lives of thousands of the rural poor.

The position will be based in the SN office in Guatemala City, Guatemala. While 66% of the position is office-oriented, at least a third will be spent in travel to partner's communities, partner organizations, or internationally in conferences and events relevant to the organization. We are looking for a new team member who wants to share their skills and experience to help our organization grow, and equally looking for a team member who shares our values and passions.

Qualifications

Required:

- Excellent writing/communications skills
- Excellent time management skills
- Fluency in social media
- Experience with client or relationship management
- Ability to self-learn new skills
- Fluent English, fluent Spanish

Desired:

- Academic research
- Ability to drive a manual transmission vehicle

Expectations

- Full-time position based in Guatemala City, with international and local travel
- Minimum commitment one year, preferably two
- Ability to work independently, proactively, and prioritize/coordinate a variety of activities
- Must be comfortable driving in Guatemala and have a valid Driver's License
- Flexible working hours

Specific Tasks

- 1. Relationship development and maintenance:** This position will work closely with the executive director in conferences, meetings, and events which generate a number of new opportunities for the organization. The secretary/a general will work with the executive director to develop and maintain relationships, and pass these relationships off to the relevant parts of Semilla Nueva's staff. This may include developing presentations, contacting partners to setup meetings, facilitating contracts and legal agreements and creating publicity for events on social media and will include actors as diverse as the US or Guatemalan government, local farmers groups or international scientific partners.
- 2. Organizational development:** Given Semilla Nueva's growth, the Semilla Nueva leadership team often builds the foundations of new projects before relevant staff can be hired or trained. This position will help the leadership team in this process, often taking the lead on new projects or opportunities, and then assisting in the training of new staff before passing them off. The projects can include partnerships, management systems, strategic research, planning and more.
- 3. Research:** This position will research new agricultural technologies, management techniques, or partners and provide brief reports to the executive director or Semilla Nueva leadership team.
- 4. Executive Assistant:** This position will be the go-to person for assisting the executive director in leading the organization. This includes developing and maintaining a schedule, driving in field visits, providing follow up after meetings, and other tasks as needed.

Before applying, please review our website: www.semillanueva.org, including blogs and annual reports.

To apply please send your cover letter and CV to trabajo@semillanueva.org. Please note "Secretaría General" in the subject line of your email.