



## **Volunteer - Marketing & Education Specialist (Spanish Speaking)**

**Location:** Remote, based anywhere

**Employment Type:** Minimum 6 months commitment

**Contract Type:** Volunteer

### **Background**

The Breteau Foundation (BF) aims to provide children with access to quality education content, resources and technology. Since 2014, we have reached 100,000 children globally across 13 countries. In Latin America, our programme continues to expand rapidly across the region in multiple countries. As our presence grows in the region, we are looking for a volunteer who can support us with developing our social media for the Latin America team.

### **Key Responsibilities**

The Volunteer Marketing & Education Specialist will work closely with our Latin America team, and will be responsible for:

- Developing relevant, engaging and fresh sector content on our new social media channels (Tiktok, Facebook, Instagram, Twitter) for spanish speaking audiences
- Triaging messages and enquiries that arrive in our Facebook Page inbox or Facebook wall comments
- On occasion, writing blog articles showcasing our programmes or partners in Latin America

### **Qualifications, Skills and Experience**

The right candidate will need to be able to demonstrate their experience and skills relating to the responsibilities above. They will also be required to meet the relevant qualifications, skills and experience following:

- Excellent verbal and written skills in English and Spanish
- At least 2 years of experience working in a similar role or in marketing
- Experience working in a non-profit, preferably within education
- Able to work closely in a small team
- Be conscientious and detail-focused

All volunteers are required to volunteer at the Foundation for a minimum of 6 months and complete a criminal record check. For this position, we are looking for a remote volunteer who can commit to at least 1 day/week.

**Please email your CV and cover letter to [michelle@breteaufoundation.org](mailto:michelle@breteaufoundation.org) and [jessica@breteaufoundation.org](mailto:jessica@breteaufoundation.org).**