



## **VOLUNTEER LEADERSHIP ASSOCIATE NEEDED IN ECUADOR**

Asylum Access Latin America (AALA) open applications from well-prepared candidates with impeccable writing skills and a passion for social justice who are ready to commit themselves to spend from six months to one year in Ecuador. The Volunteer Leadership Associate will work directly with the Country Director to support the implementation of AALA's operations in Latin America.

### **About us**

Building on Asylum Access Ecuador's regional advocacy work, we created Asylum Access Latin America (AALA) to coordinate operations across the region. As part of the global Asylum Access family, AALA is working to improve due process and access to justice for forced migrants in Latin America.

In 2007, Asylum Access Ecuador began offering legal aid and support to mostly-Colombian refugees. Since the beginning of 2015, AALA started implementing new projects in Mexico and Panama and planning operations in Costa Rica. The three countries together host over 40,000 UN-registered refugees, with many more living as undocumented and unprotected migrants.

### **Position Responsibilities**

The Volunteer Leadership Associate is responsible for the following duties:

- Assist the Country Director in the implementation of AALA's policy advocacy strategy
- In collaboration with the Country Director, draft reports for internal and external use
- Work with direction to develop tools to gather information that can be used to analyze statistics and trends
- Assist in the implementation of AALA's communication strategy
- Assist in management of the volunteer program in the region
- Assist in a variety of administrative tasks such as the organization of AALA's coordination meetings, events among others
- Represent the organization in national meetings as necessary
- Support the Regional Operations Coordinator in implementing M&E activities in Ecuador, Panama and Mexico.

### **Preferred Qualifications**

- A positive, flexible personality and attitude
- Interest in international human rights and/or refugee rights and/or related topics

- Ability to balance multiple deadlines and diverse projects
- Ability to speak, read, write and understand Spanish at a professional level, and translate documents between Spanish and English;
- Ability to take initiative; self-motivated
- Genuine interest in learning how an international nonprofit operates
- Experience working with diverse individuals and groups; cultural sensitivity and awareness
- Understanding of the importance of working as part of a team

### **Hours and Location of Work**

Intern is expected to work full time, or 40 hours a week. The Internship is based in Quito, with the occasional opportunity to work remotely.

### **Program Highlights**

**Development Training** – Throughout your work with us, Asylum Access will support you with a series of tools to maximize your programmatic work and your understanding of refugee law and practice. Regular training and debriefing sessions will offer you the chance to enhance and process your experience and share insight about cross-cultural issues.

**Joining our Network** – After working with us, you will be connected with an ever-growing network of refugee legal advocates around the world, which circulates job openings, research opportunities, refugee news, and more.

### **How to Apply**

Because of space limitations, the AALA Volunteer Leadership Associate position is awarded on a very competitive basis. Each year Asylum Access receives hundreds of applications coming from all over the globe for a handful of positions. It is best, therefore, for applicants to submit polished, complete applications as early as possible. We accept applications on a rolling basis.

To apply, please send a cover letter and resume at [ecuador@asylumaccess.org](mailto:ecuador@asylumaccess.org), with the subject line “Volunteer Leadership Associate”. Please be sure to specify in your cover letter what makes you uniquely qualified to work with AALA, how volunteering with us fits into your career plans, and the dates that you expect to be available.

*Please note that all Asylum Access volunteer positions are unpaid; we are happy to work with successful applicants to arrange for funding or school credit where available. If selected, AALA will provide all documents required for obtaining a volunteer visa. For more details, visit <http://asylumaccess.org/join-us/volunteer/>.*

*Asylum Access promotes gender equality and non-discriminatory recruitment policies.*