



**Position Title:** Latin America and Global Programs Assistant

**Location:** Remote, based in Central or South America

**Language:** Fluency in Spanish and English required

**Reports to:** Head of Programs

**Position Description:** The Latin America and Global Programs Assistant will work under the direct supervision of the Head of Programs and will assist all FTS' programs in Latin America (70%), and headquarters (30%) in the development and implementation of work plans, budgets and ensure timely reporting.

#### **Duties and Responsibilities**

1. Support the FTS Latin America team in strengthening the program implementation in the region.
2. Coordinate reporting and communication between regional teams and program funders.
3. Support FTS in defining and implementing a context-driven strategy in support of combating forced labor, human trafficking, modern slavery, and child trafficking in targeted regions including identification and selection of affected countries, linking with effective organizations that are building local, national, and regional resistance to modern slavery.
4. Support FTS communication with partners by participating in online meetings and translating program and communication materials into Spanish and or English as and when relevant.
5. Assist in fundraising activities. This will include attending external stakeholder meetings, keep track of in-country and regional funding notices, coordinate with staff and development team in writing proposal.
6. Assist the FTS team in donor reporting as needed.
7. Assist regional managers in administrative tasks as needed.
8. Assist with monitoring learning and evaluation. This will include supporting the adaptation and roll out of FTS monitoring learning and evaluation tools for specific programs and implementing partners.
9. Assist in translating, developing, editing, and formatting reports and other project or presentation documentation.
10. Support research and evaluation activities, including baseline and follow up assessments.

11. Support movement building activities including administrative support in the planning and execution of global and regional forums, as needed.
12. Support the review of in country financial reports, file expenditures and receipts in designated folders and processing new cash advances.
13. Participate in regional meetings and take notes in meetings including program, staff and other meetings as needed.
14. Support to the Latin America Team to develop content to the social media in the region.
15. Other duties: As may be assigned from time to time by the supervisor.

## Qualifications

### Knowledge, Skills and Abilities.

- Effective at working with challenging individuals by exhibiting empathy and warmth.
- Positive attitude and work well under pressure.
- Demonstrated experience and skills in proposal writing, creating and maintaining budgets, financial and narrative report writing, etc.
- Strong time management and organizational skills to independently manage workload and related responsibilities.
- Demonstrated experience with financial management and reporting.
- Demonstrated experience in managing and working with a wide range of regional partners and stakeholders.
- Demonstrated experience with new technologies including social media.
- Ability to juggle multiple tasks, work under tight deadlines and deliver projects within budget.
- Strong interpersonal and written and oral communication skills;
- Ability to work as a team member;
- Strong problem solving skills.
- Working knowledge and understanding of human rights and the movement against modern slavery.

## To Apply

Applicants should submit a tailored **cover letter** that outlines your interest and experience, a **resume**, and a **list of three references** from former supervisors. **PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to [Careers@freetheslaves.net](mailto:Careers@freetheslaves.net)

Please include your last name in the title of the document.

## Deadline for Submissions

Interested applicants are encouraged to apply as soon as possible. Submissions will be reviewed on a rolling basis until the close date.

*Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*