

CONTRACT POSTING

Latin America Network Coordinator

Affirmation: LGBTQ Mormons, Families and Friends

Position

The Latin America Network Coordinator is a contract position, hired to build and maintain relationships with LGBTQIA+ organizations within Latin America to advance the mission and objectives of the organization, under the direction and supervision of the Director of Operations (DOO) and Executive Committee (EC), according to the “Independent Contractor Agreement: Latin America Network Coordinator” and according to Board of Directors’ approved policies and procedures.

Organization

The governance model of Affirmation is described in the charter and bylaws has the following characteristics:

1. A volunteer EC, led by a member-elected President, with the President as the face of the organization. The EC serves as the functioning executive of the organization.
2. A volunteer working Board led by the EC, who actively advances the mission of Affirmation through committee work and positive interface with members and the community. The EC and Board oversee all employee functions through the standing Human Resources & Capacity Committee, chaired by the President.
3. A full time DOO who under direction of the EC implements Affirmation’s Strategic Plan and carries out the daily operations of the organization according to the Contract of Employment.
4. Additional staff to carry out responsibilities as assigned.

Role & Responsibilities

The Latin America Network Coordinator shall:

1. Build relationships with LGBTQIA+ organizations within Latin America.
2. Participate in the graphic design and social media reminders of web-based and in-person Affirmation events in Latin America.
3. Compile a census of Affirmation in Latin America for each of the countries in which there is an Affirmation chapter.
4. Present a proposal to the EC and DOO that involves management goals of various social networks.

5. Manage, moderate, monitor, and ensure the compliance of all Affirmation branded social media networks with the procedures and policies of Affirmation.
6. Place official Affirmation content in Latin America social media networks.
7. Contribute to the research and search for potential members of Affirmation in those places in which Affirmation does not have an institutional presence.
8. Provide content on each of the Portuguese and Spanish platforms.
9. Report on work and accomplishments to the EC of Affirmation monthly. Work closely with the organization's DOO and take direction from both the EC and the DOO.

Qualifications

1. The independent contractor will be a member of Affirmation International.
2. The independent contractor will exhibit professional conduct and behavior.
3. The independent contractor will fully abide by all organizational policies, including Affirmation International's Harassment policy that includes prohibitions against sexual harassment and inappropriate sexual behavior towards others.
4. The Independent contractor will refrain from expressing political or controversial positions that could be construed as an official position of Affirmation International.

Application

Submit a cover letter and resume to apply@affirmation.org no later than Sunday, July 4, 2021.

This description is for recruitment purposes only and does not constitute the full job description, duties, or requirements of the position.