



Career Opportunity: Research + Fund Development Assistant

Asociación SERniña (by REALgirl) is a Guatemalan charity with a mission to advance gender equality in Guatemala by supporting the empowerment of girls, women, and youth to reach their highest potential and become innovative leaders dedicated to the creation of safe, equitable, and just communities.

We are currently looking for an experienced, proactive, and hard-working individual to join our team as a Research + Fund Development Assistant to bolster our efforts to support the empowerment of girls and women and advance gender equity in Guatemala.

Overview: The Research + Fund Development Assistant position is part time (3 days per week) and the role will focus on two key areas. The first and primary focus will be assisting our Lead Researcher with a current and time sensitive project that requires experience with interpreting and coding qualitative data. The secondary part of this position will focus on supporting our Fundraising & Grants Development Manager.

Key Roles (Research Assistant)

- Work closely with and under the guidance of our Lead Researcher
- Do basic coding of qualitative data
- Engage in research associated with gender equity
- Demonstrate a commitment to learning and honing research skills

Key Roles (Fund Development Assistant)

- Work under the guidance of our Grant & Fundraising Development Manager
- Demonstrate excellent interpersonal communication skills
- Assist in developing our Volunteer Program
- Support the daily responsibilities of our Grant & Fundraising Development Manager: Assist with fundraising activities, researching new funding opportunities for SERnina, manage and expand donor base.
- Represent SERniña (REALgirl) in a professional, positive and inspiring manner to all internal and external stakeholders
- Work alongside our SERniña team

Required:

- Research experience in a professional or higher education context
- Excellent interpersonal communication skills
- Excellent organizational and time management skills
- Strong technical writing skills
- English AND Spanish fluency

Other Details:

- **Start Date:** Will begin as soon as ideal candidate is identified and available
- Applications will be accepted immediately. Deadline for submission: _____ as soon as possible.
- This position must be done in-person at our office in Antigua, Guatemala unless explicit permission is given on occasion to work remotely.

To Apply:

Send in your resume and detailed cover letter to recursoshumanos.sernina@gmail.com with 'Research + Fund Development Assistant' as the subject line. We recommend in your cover letter that you include specific details and examples to highlight past experience that help you to meet the requirements of this position. **Deadline to Apply is June 7, 2023**