



COMMUNICATIONS COORDINATOR (COORDINADOR/A DE COMUNICACIONES)

Fabretto Children's Foundation

Location: Guatemala or Honduras

Organizational Profile

Fabretto is a 501c3 nonprofit organization whose mission is to educate and empower underserved children, youth, and their families to enable them to improve their livelihoods and their communities. Fabretto carries on the work of Fr. Raphael Maria Fabretto, an Italian missionary who founded a network of children's homes in the poorest communities of Nicaragua starting in 1953. As of mid-2022, Fabretto has begun a new chapter in which we are partnering with on-the-ground nonprofit organizations in Central America to strengthen education programs, provide technical assistance, and build local capacity to serve children and youth. We are leveraging decades of experience implementing innovative grassroots education and development programs in Nicaragua to impact communities in neighboring countries in Central America by strengthening the capacities of the organizations we serve. Fabretto supports child and youth development in Central America through four key programs: Education, Nutrition, Child Sponsorship, and Youth Empowerment. Currently, we work with eight Impact Partners – four in Honduras and four in Guatemala. Please visit [our website](#) for more information.

Position Description

Fabretto seeks to hire a Communications Coordinator based in Honduras or Guatemala to develop and implement creative, impactful communications strategies across Fabretto's platforms. We are looking for an excellent storyteller who is proactive, able to work independently and on strict deadlines, and passionate about our mission. The ideal candidate will have prior experience with non-profit communications. Fabretto has a small, dynamic, and geographically dispersed team. The Communications Coordinator will work collaboratively with Fabretto's team (based in the U.S., Spain, and Central America). Please note that full proficiency in both English and Spanish is required for this role.

Minimum Experience and Qualifications

- A minimum of 3-5 years of experience in marketing and communications, preferably in the nonprofit sector.
- Bachelor's degree in marketing, communications, or related fields.
- Excellent oral and written communications skills in English and Spanish (required).
- Demonstrated fluency in:
 - Email Marketing (Constant Contact, MailChimp, etc.)
 - Adobe Creative Suite
 - Social media (Primary platforms: Facebook, Instagram and LinkedIn)
 - Basic HTML and website publishing (website is built on Wordpress)
- Experience with virtual/remote work.



- Must be willing to travel (up to 20%) to remote communities in Central America to document Fabretto's programs and impact.

Desired Experience and Qualifications

- Photography and video editing skills.
- Experience using Work Management platforms like Monday.com/Asana.

Specific duties will include:

- **Strategy:** Collaborating with Fabretto's Executive Team to create and implement communications strategies, set goals and develop specific plans.
- **Online outreach and campaigns:** Drafting, designing and sending emails for Fabretto, creating and implementing digital campaigns.
- **Social media management:** Developing a social media strategy, creating content, maintaining the content calendar, scheduling posts, engagement, running paid ads, and monitoring performance.
- **Website development:** Making edits, creating pages, drafting web content, publishing blogs, monitoring website performance, and supervising a web designer for major fixes.
- **Graphic design:** Creating compelling graphics for fundraising events and campaigns, designing printed materials, and designing major reports.
- **Video and photography:** Collecting stories from the field (including travel to Fabretto's and partners' projects), developing concepts and working with contracted photographers/videographers to produce content, developing videos for social media and fundraisers.
- **Internal Team Support:** Responding to internal requests for support with communications from areas like Programs and Child Sponsorship.

Compensation

Compensation will be commensurate with the selected candidate's background and experience. The expected salary range is between USD \$1,200-\$1,800 per month. Please note that this is an independent contractor position. Fabretto does not provide visa sponsorship or assistance.

Desired Start Date

January 6, 2025

Applications

Please send all inquiries to ahewey@fabretto.org with "Communications Coordinator" included in the subject line. Applicants are requested to include an updated resume/CV along with a cover letter that specifically cites the experiences that best prepare the applicant for this position, as well as minimum salary expectations. Please submit the cover letter in English (CV may be in English or Spanish). Additional materials and information may be requested during the interview process, including references.