

Project Coordinator Equity In Expression LATAM

Job Description - (The Hawthornden Project)

Location: Flexible

Fees: \$15,000 per project execution

Contract: Project to be run in Latin America from April – December 2024 – working 3/4 days/week.

Start date: Immediate.

Reports to: Head of International Programmes (HoIP) with support from Head of Americas Region (Ho LATAM)

About PEN International and the project

PEN International was founded in 1921 and it operates across five continents in over 90 countries, with 130 Centres promoting freedom of expression and supporting unhampered transmission of thought within each nation and between all nations. PEN International is guided by the ideals of the PEN Charter, which expresses every member's commitment to protecting the free exchange of ideas and promoting the value of literature.

The Hawthornden project aims to promote the voices and literature of indigenous writers in Latin America within the mainstream literary movement as well as to encourage greater representation of indigenous writers within the PEN movement.

About the Role

This is an exciting opportunity to join an influential organisation that promotes and defends freedom of expression by supporting the project team in the coordination and delivery of this rewarding project.

Under the overall supervision of the Head of International Programs, the primary role of the project coordinator is to manage the progress and implementation of the Hawthornden project. The project coordinator will work with the project team to ensure that the project is delivered in a timely and efficient manner, achieving its objectives and to a high standard.

Key Responsibilities

- Support the supervision of the project from start to finish with focus on time-effective and cost-effective delivery.
- Set up and administer monthly steering group meetings, prepare agenda and minutes with guidance from HoIP and HoLATAM.
- Support the HoIP with administration of the project, including preparation of contracts and budgets, cost control, time tracking and others.
- Coordinate with Centres on translation of texts and design and publishing of anthology.
- Help in identification of literary festivals and other platforms to promote the project, search for potential media opportunities.
- Help in writing social media posts and visuals related to the project. Create and coordinate social media messages in English and Spanish.

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- Identify possible partnerships in publishing/media/literature area and platforms.
- Support with preparation of workshops (online or at Congress) liaising with trainers and assisting with logistics and travel coordination.
- Support Centre in Congress logistics for Congress working with host centre and with PEN's Translation and Linguistic Rights Committee TLRC
- Support promotion / communications including via social media and PI website.
- Work with Centres to present significant change stories; Collate project outputs / media coverage/ stories of change; photos etc.
- Work with Centres on quarterly reporting narrative.
- Work with Centres on final reporting – narrative and financial to PI.
- Report internally on the progress of the project and assist with final reporting to Hawthornden.

Person Specification

Essential

- At least 2 years' experience in coordinating project/program
- Highly organised with excellent administration and good knowledge of budgets and financial reporting/ Excel
- Fluent in Spanish and English written and oral
- Good communicator in writing and in person
- Time management and problem-solving skills.
- Experience using social media for campaigning and knowledge of social media platforms
- Experience/understanding of equality and diversity working for a multi-cultural organisation.

Desirable

- Understanding of First Nations/Indigenous issues rights /culture
- Knowledge of LATAM publishing arena, literary scene /platforms.

How to apply:

You can apply by sending your CV and cover letter to HR@pen-international.org

Deadline for applications – 26 April 2024

Interview – 2nd and 3rd May 2024