



*Little Footprints Big Steps (LFBS) is a Canadian International Development Organization operating in Haiti. LFBS empowers vulnerable families that have been separated, or who are at risk of separation, by supporting local protection authorities in building a stronger child protection network. LFBS works to keep families together by addressing the root causes of separation and poverty through programming in child well-being and development, family and community development, advocacy of child rights, and community health.*

**We're seeking a candidate who thrives on taking the lead, someone who seizes opportunities and drives projects forward without constant supervision. As a vital member of our team, you'll have the autonomy to make impactful decisions and drive results. If you're self-motivated, resourceful, and excel in environments where independence is celebrated, we want to hear from you.**

**Role:** Local Chapter Liaison Volunteer

**Contract length:** 3-5 hours per week; May 2024 start date, ongoing

**Location:** Remote

The Local Chapter Liaison volunteer will manage LFBS' university chapters through onboarding, training, monitoring project performance, tracking progress, providing administrative support, and supporting the planning and execution of fundraising and outreach activities that further the goals of LFBS' mission.

### **Responsibilities**

- Create, develop and maintain project proposals, project management plans and documents
- Coordinate resources to ensure projects stay within scope, schedule, and budget
- Maintain & monitor all project correspondence internally and externally, ensuring communication expectations are met and upheld
- Review project marketing and supplementary materials in accordance with established guidelines
- Hold periodic meetings with project members and LFBS members to ensure goals and deliverables are in agreement and on track
- Provide additional administrative assistance as needed to support the LFBS team

## **Requirements**

- Applicants must have reliable access to wifi and smartphone for writing and posting
- A diploma or degree, or working toward a diploma or degree, is ideal but not required
- Strong interpersonal, writing, and communications skills in English
- Exceptional writing and editing skills
- Resourcefulness, innovation and adaptability
- Knowledge and understanding of development issues in the global south, anti-oppressive practice, and human rights

## **Why should you volunteer for this opportunity?**

- Strong initiative, leadership, and problem-solving skills
- This volunteer opportunity will enable you to strengthen your creativity, writing, and communication skills, as well as expand your knowledge of child protection, human rights, and community development in Haiti.
- LFBS will happily write a letter of recommendation for the successful applicant in their future endeavours
- This position is a virtual / remote opportunity

Please send a resume and cover letter to [info@littlefootprintsbigsteps.com](mailto:info@littlefootprintsbigsteps.com)