



Please submit applications by April 30th, 2022 to jobs@webfoundation.org, with subject line “A4AI Latin America and the Caribbean Coordinator”.

Job Title:	A4AI Latin America and the Caribbean Coordinator		
Department:	A4AI Country Engagement	Contract:	Full time
Reports to:	A4AI Deputy Director and Policy Lead	Duration:	1 year, renewable contract
Location:	Latin America and the Caribbean		
Direct reports:	None		
Key relationships:	Alliance for Affordable Internet (A4AI) programme team, the A4AI Deputy Director and Policy lead and the A4AI Executive Director		
Job Role			
Role Overview:	To lead and strengthen our strategic partnerships, profile and influence in the LAC region, and leverage these relationships to increase our global impact. To seek out and maximize opportunities for advancing the goals of A4AI within LAC and globally		
Accountabilities			
Key Accountabilities Responsibilities	Key Activities	% time on task	
Regional & Country Engagement	<ul style="list-style-type: none"> Identify and recruit strong LAC members/partners and allies for A4AI, with an initial focus on priority countries for A4AI. Assist the Executive Director, Deputy Director/Policy Lead in discussions with government officials and other key stakeholders in LAC countries. Support coalition-building processes and engagement plans in selected countries as well as meetings/events with proposed partners in LAC in coordination with the A4AI Regional team. Engage with regional organizations, e.g., COMTELCA, ASIET, CTU, UN-ECLAC, IDB-BID and key stakeholders and networks, to advocate for policy change that advances affordable and meaningful connectivity. Advise on key opportunities and processes at regional, sub-regional or national level in LAC that will benefit from A4AI’s inputs and support. Work with the A4AI <i>Strategic Partnerships and Development Manager</i> to recruit new members, including contributing members. Draft policy briefs and lead the promotion of LAC-specific policy positions, strategies and tactics. 	60%	



	<ul style="list-style-type: none"> Support research efforts and contribute to the development of country specific/ regional reports, thematic case studies, blogs and local stories (including for the A4AI website). Identify fundraising opportunities and work with the senior leadership team to support the development of proposals to strengthen efforts in the region. 	
Cross Regional Technical Support	<ul style="list-style-type: none"> Assist with and support cross regional knowledge sharing and expertise to ongoing policy projects as requested by the A4AI programme team Support technical assistance projects as requested by the Technical assistance projects team 	30%
Organizational development	<ul style="list-style-type: none"> Lead on cultivating and following through cross-programme synergies in the LAC context. Contribute to the overall success of the organization by taking an active role in the development and implementation of corporate strategies, policies, positions, plans and team culture. 	10%
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> Education to BA level, Masters in a social science, public policy, or development will be preferred with a minimum of 5 years of relevant work experience, including experience working with civil society/ regional/ international development bodies. 	
Essential Knowledge, Experience and Attributes	<ul style="list-style-type: none"> Demonstrated expertise and credibility in ICT sectors. Developing policy and supporting policy within the region. Strong network of policy and regulatory stakeholders and decision makers. At least five years' experience in regional or global advocacy and networking with progressive levels of responsibility. Vivid writer and speaker, able to present difficult concepts in clear, simple English/Spanish. Proven expertise in communicating complex, research-based technical areas encompassing policymaking and advocacy. Globally minded, with experience working across different cultures. Fully fluent in Spanish and English (spoken and written). Able to juggle complex and fast-changing priorities with minimal supervision. Highly motivated and organized, thriving under pressure, pursuing targets aggressively and willing to work long hours when deadlines demand. Proactive with great interpersonal skills. Ability to travel frequently up to 30% of time. 	



**Desirable
Knowledge and
Experience**

- Specialist knowledge of one or more of A4AI's policy focus areas.
- Knowledge of current issues in internet access, development and basic digital development issues.
- Project management experience.
- Experience in online working group facilitation, and managing virtual communities of practice.
- Excellent negotiation skills.
- Experience in training and workshops design and delivery.

