



# Organizational Development Advisor

Volunteer Internationally with Cuso International

**Location:** Tulua, Colombia

**Start Date:** January 2024

**Placement Length:** 12 Months

**Language Requirements:** Spanish [Level 4-Advanced](#)

**Please submit a Spanish Resume and Statement of Interest**

**Open to Canadian Citizens and Permanent Residents of Canada Only**

## The Volunteer's Role

Cuso International is seeking a volunteer to support our partner Fundación Victoria Elena in Colombia. The volunteer will help improve the organization's processes and systems and assist in project formulation for social projects.

Are you passionate about social organization and helping small organizations thrive? this position is for you. Fundación Victoria Elena, located in Tulua (Colombia) is seeking an enthusiastic and committed volunteer to help them leverage and improve their administrative and organizational capacities, enabling them to harness the power of volunteerism to achieve Sustainable Development Goals, advance gender equality and empowerment of women and girls and improve access to and quality of economic opportunities for young people.

Apply today !

## As a volunteer, you will:

- Conduct a learning, needs analysis and review good practices that can inspire the process.
- Design, adjust and finalize the organizational design under an adaptive approach.
- Guide the definition of the processes and procedures in which the organizational plan will be implemented.
- Design protocols, strategies, standards, manuals, routes, tools, formats and/or systems required for the development of the organization.
- Facilitate the implementation of everything that is designed and proposed.

## Essential Requirements:

- Diploma or degree related to administration, organizational development, business, or international development, ideally from non-profit organizations, social sector or philanthropy.

#### **Essential Background:**

- Experience and knowledge in organizational design
- Experience in the design and implementation of organizational processes, procedures, policies and protocols.
- Experience and knowledge in organizations with social transformation purposes.
- Experience working with multidisciplinary and multicultural teams.
- Experience in working with participatory, systemic and/or adaptive methodologies.
- Experience in project management and/or formulation.

#### **About Us, the Project and the Partner**

##### **Cuso International**

Cuso International is an international cooperation and development organization that works to create economic and social opportunities for marginalized groups. Together with our partners, we are focused on efforts to advance gender equality and social inclusion, improve economic resilience, and deliver progress on climate action. We believe that by sharing skills, we can build better futures. Founded in 1961, Cuso International works in Africa, Latin America and the Caribbean, and Canada.

##### **Project - Sharing Canadian Expertise for Inclusive Development and Gender Equality (SHARE)**

Cuso International will deliver the Sharing Canadian Expertise for Inclusive Development and Gender Equality (SHARE) project, with a contribution from Global Affairs Canada (GAC) over seven years (2020-2027). SHARE aims to improve the economic and/or social well-being of the poorest, most marginalized and vulnerable people, particularly women and girls, in developing countries, with a view to contribute to the Sustainable Development Goals. In addition to increasing engagement of Canadians in international development and key global issues, this project will aim to increase the performance of country partners to deliver more inclusive, innovative and environmentally sustainable development initiatives that advance gender equality, in support of the action areas of Canada's Feminist International Assistance Policy.

##### **Partner - TerritoriA**

TerritoriA is a laboratory for social transformation that promotes community philanthropy in Colombia by facilitating and accompanying individuals and communities interested in creating and leading Territorial Foundations, with the aim of contributing to autonomous and sustainable development in the various regions of the country.

#### **Terms and Conditions**

Cuso International terms and conditions allow you to lead a modest and healthy lifestyle while being effective in your placement. This support package will cover basic living expenses for one volunteer and is not intended to cover home-based expenses (ex. loans, support payments, etc.) or luxury items such as imported items in placement or international personal travel.

### **Support Package**

- Modest monthly living allowance (varies depending on country)
- Accommodation while in placement
- Return airfare and visa/work permit costs
- Cost of required vaccinations, antimalarial medication, and health insurance
- Pre-departure training, in-country orientation, and reintegration debriefing, including travel and accommodation (more details below)
- On the ground support through our Cuso International country program office
- Access to Employee Assistance Program while in placement and upon return
- Bonus: Additional return flight home or cash in lieu after 12 months of service for volunteers who extend for another 6 months

### **Other Requirements:**

- Please note that if you are shortlisted for the placement, you will be required to:
- Provide two Professional References and one Personal Reference
- Complete an oral assessment during your preliminary telephone interview in the language required for your placement
- Obtain a Police Check at our request
- Complete a full medical exam and be medically cleared by the Cuso International Medical Advisor prior to your departure
- Due to the COVID-19 situation, be double vaccinated in accordance with the [World Health Organization-approved vaccines](#)
- We seek individuals who share our values and are dedicated to supporting marginalized groups, including those from the LGBTQIA+ communities

### **Fundraising**

We ask each volunteer, regardless of placement length, to raise \$2,000. All volunteers receive support from Cuso International to help achieve the goal through fundraising. If the volunteer chooses not to fundraise or is unable to achieve the fundraising goal, he/she can make a one-time donation or become a monthly donor to support our work.

### **Pre-departure Training and Briefing**

We commit to helping you prepare as best as possible for your placement. You will have an advisor to support you through the process and will receive essential training as part of your preparation. This training is designed to maximize your understanding of your placement and culture, help you identify and plan your own learning, and help you stay safe and healthy during your placement.

### **Overview of pre-departure training:**

1. Skills and Knowledge for Working in Development (SKWID) program: blended online and in-person training, including 3-day training in Ottawa (Friday, Saturday and Sunday)
2. Self-directed briefing documents, online training and external resources accessed through the volunteer portal
3. Online health briefing
4. Fundraising 101 Webinar

### **In-Country Training and Learning**

You will receive an In-Country Orientation (ICO) that builds upon the pre-departure training. This will be conducted by either the country program office or the supporting partner organization. This normally lasts for 2-10 days (depending on language learning requirements and other factors). In some countries, volunteers will be able to access ongoing language training opportunities. In-Country Orientation equips you with the relevant skills, knowledge, and country-specific information to be successful in your placement. Furthermore, our Country Program Office or local partner will provide you with continuous in-country support throughout the duration of your placement.

**[Apply](#)**

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