

Tab 1

Awaken Foundation: Remote Volunteer Descriptions

Thank you for your interest in volunteering with the Awaken Foundation!

The **Awaken Foundation** is a grassroots nonprofit based in Quito, Ecuador, committed to community-led change in the Amazon, Andes, and Coastal regions. For over 9 years, we've worked closely with local partners to support health and wellbeing, education and intercultural learning, and sustainable development projects to ultimately create empowered, self-sustained youth, families, and communities.

Our team is small and mighty—run entirely by our founder, local leaders, and a global network of passionate volunteers. We deeply value equity, empathy, and collective action. We don't “help” communities—we collaborate *with* them.

Currently Available:

1. Social Media Coordinator

Positions Available: 1

Duties:

- Create and schedule bi-weekly/weekly posts on Facebook and Instagram
- Develop monthly themes/campaigns that align with Awaken's mission
- Coordinate with on-site manager
- Analyze social media metrics and adjust strategy

Skills Needed:

- Strong understanding of social platforms (Facebook, Instagram)
- Basic graphic design (using Canva)
- Creativity
- Bilingual in English & Spanish is an asset
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Time Commitment: 5-7 hours/week, *Virtual*

2. Research Support Lead

Positions Available: 1

Duties:

- Conduct background research to support community programs, fundraising, and strategic planning
- Organize and label existing research materials or data sets for internal use
- Summarize key findings from articles, reports, or case studies
- Compile resource lists to support communications and grant writing
- Support other team members with light research tasks as needed

Skills Needed:

- Strong organizational and information management skills
- Ability to work independently and meet deadlines
- Experience with online research tools (e.g., Google Scholar, databases)
- Clear, concise written communication
- Spanish is an asset, but not required

Time Commitment: 3–5 hours/week, *Virtual*

3. Visual Storytelling & Design Lead

Positions Available: 1

Duties:

- Organize and curate Awaken's photo/video archives into a user-friendly system (Google Drive or similar)
- Tag and label media files by program, year, or theme for easy access
- Create mini storybanks that can be used for social media, newsletters, grants, or presentations
- Design visual content and templates that align with Awaken's branding (e.g., social media graphics, reports, slides)
- Collaborate with the Social Media, Newsletter, and Marketing volunteers to bring campaigns to life
- Support storytelling efforts across the organization with creative input and visual strategy

Skills Needed:

- Experience with Canva or Adobe Suite (Photoshop, Illustrator, InDesign)
- Strong organizational and digital file management skills
- Creativity and an eye for design and storytelling
- Familiarity with Google Drive, Google Photos, or similar tools
- Basic photo/video editing or tagging
- Spanish is a bonus, especially for contextualizing media or creating bilingual content

Time Commitment: 3-5 hours/week, *Virtual*

4. Newsletter Writer

Positions Available: 1

Duties:

- Working closely with the social media coordinator to share current news about the foundation
- Draft articles featuring program updates, volunteer stories or community highlights
- Timeline is up to the discretion of the individual (monthly, bimonthly, quarterly)

Skills Needed:

- Strong creativity, writing and editing skills
- Attention to detail
- Graphic design skills
- Great at verbal and written communication
- Bilingual in English & Spanish is an asset

Time Commitment: 5-7 hours/month, *Virtual*

5. Marketing Lead

Positions Available: 1

Duties:

- Develop and oversee marketing strategies that align with Awaken's values and vision
- Collaborate with program teams to design campaigns that amplify our impact and engage our audiences
- Coordinate with Storytelling, Social Media, Newsletter, and Website volunteers to ensure brand consistency across platform
- Support promotional efforts for ongoing and upcoming programs, fundraising campaigns, and special events
- Draft compelling copy and visual direction for online and offline promotional materials (e.g. email campaigns, slide decks, brochures, etc.)
- Help track and analyze engagement metrics to inform future strategies

Skills Needed:

- Strong written communication and storytelling abilities
- Familiarity with Canva or Adobe tools (Photoshop, InDesign, etc.)
- Basic understanding of social media strategy and branding

- Collaborative, organized, and comfortable giving creative direction
- Spanish is a bonus for cross-cultural messaging

Time Commitment: 5-7 hours/week, *Virtual*

6. Outreach & Partnership Coordinator

Positions Available: 1

Duties:

- Reach out to universities, student organizations, NGOs, businesses, etc. for potential collaborations
- Draft and send outreach emails/proposals
- Build a database of current and potential partners

Skills Needed:

- Strong communication and interpersonal skills
- Strategic thinking and organization
- Bilingual in English & Spanish is an asset

Time Commitment: 5-7 hours/week, *Virtual*

7. Grant Researcher & Writer

Positions Available: 2 (currently seeking a second volunteer to collaborate)

Duties:

- Research potential grants
- Draft proposals and coordinate with manager
- Coordinate with fellow grant researcher/writer

Skills Needed:

- Strong research & writing skills
- Attention to detail
- Previous grant writing experience is an asset
- Great at verbal and written communication
- Bilingual in English & Spanish is an asset

Time Commitment: 3-5 hours/week, *Virtual*

Currently Unavailable:

1. Website Design Lead

Positions Available: 1

Duties:

- Update content to reflect current programming
- Ensure website functions properly and is visually consistent
- Create a bilingual website (currently, Google Translate offers the only English version)

Skills Needed:

- Strong creativity, writing and editing skills
- Bilingual in English & Spanish
- Basic web design experience
- Attention to detail
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Time Commitment: 3-5 hours/week, *Virtual

2. Internal Systems Lead

Positions Available: 1

Duties:

- Conduct a light audit of Awaken's current systems (e.g., Google Drive, WhatsApp, email newsletters, ClickUp, etc.)
- Identify inefficiencies and suggest improvements to internal and external communication methods
- Research and recommend affordable, easy-to-use digital tools to streamline outreach and fundraising
- Create basic templates or workflows (e.g., donor pipeline, content calendar) for internal use
- Draft a short "tech-lite toolkit" or roadmap with practical, low-tech recommendations

Skills Needed:

- Strong organizational and systems-thinking abilities
- Familiarity with tools like Google Workspace, Airtable, Notion, Trello, or similar
- Clear, concise writing and ability to document workflows
- Comfort working independently and remotely
- Spanish is an asset, but not required

Time Commitment: 3-5 hours/week for 6–8 weeks, *Virtual*