



We are hiring
Administrative Events Consultant

Part time and temporary

Location: Remote (Guatemala preferred)

Compensation: \$10,000 – \$15,000 USD

Expected start date: June 23, 2025

Expected end date: October 31, 2025

ABOUT SIF

Seattle International Foundation (SIF) defends equality, human rights and democracy in Central America by empowering social organizations and leaders, mobilizing resources and building cross-sector alliances.

We envision a Central America where all peoples have equal access to opportunities, justice, and governments that respond to their needs. Achieving this requires long-term investment in social movements, empowering leaders, and fostering cross-sector alliances to challenge inequality and authoritarianism.

Current program initiatives in the region include the Central America Donors Forum, the Central American Youth Fund, the Anti-Impunity Fund, Central America in DC, and the Independent Journalism Fund.

SIF has staff based in the United States and Central America and was established as a supporting organization to Seattle Foundation. To learn more about the Seattle International Foundation, visit www.seaif.org.

As an equal opportunity employer, SIF is committed to a diverse, multi-cultural work environment. SIF does not discriminate in employment on the basis of age, race, creed, gender, gender identity, religion, marital status, veteran's status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.



POSITION

The Administrative Events Consultant will directly support the coordination and execution of the **2025 Central America Donors Forum (CADF)**, the premier multi-sectoral networking and learning space to advance philanthropy and development efforts in Central America. The consultant will work closely with the Senior Program Officer at SIF, as well as internal teams and external collaborators, from June 23 to October 31, 2025.

The Administrative Events Consultant will primarily support attendee coordination, website updates, session coordination and other logistics needs. CADF 2025 will take place in Guatemala City, Guatemala on October 6-7 with potential for the candidate to travel and attend the conference.

During normal business days, this position requires roughly 3-5 hours per day in June–July and 4-6 hours per day in August–October.

CORE RESPONSIBILITIES

Key responsibilities include:

Attendee Coordination

- Respond to requests to participate in CADF 2025
 - Screen initial outreach emails
 - Meet routinely with Senior Program Officer to discuss invitations
 - Manage invitation waitlist
 - Send invitations to participate in CADF 2025
 - Answer general questions via email and Eventbrite
 - Add contact information to Mailchimp database
- Assist registered attendees
 - Send registered attendees welcome letters with relevant and timely information
 - Send registration receipts upon request

Website Updates

- Manage CADF agenda
 - Prepare initial main upload in Microsoft Excel
 - Update daily session changes, including session and panelist information
 - Edit and upload social media handles



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- Update CADF website via Wordpress
 - Pre-CADF: Make ongoing edits to various pages, including sponsor, Host Committee, attendee logistics and FAQ pages.
 - Post-CADF: Review, analyze and develop attendee survey report and generate new modules for general wrap-up report.
- Manage and update other online resources, including the following:
 - Eventbrite
 - Whova

Session Coordination

- Support review committee throughout agenda creation process
 - Export proposals into PDF form
 - Create internal database to review proposals
 - Prepare and send review summaries to review committee, including weighted rankings
 - Create review board in Canva or other programs
- Manage accepted sessions and liaise with session organizers
 - Create Google Form for session proposals
 - Create and organize folders and relevant documents for accepted sessions
 - Address questions from session organizers
 - Notify session organizers of social media materials and posts
 - Inform Communications Coordinator of all session modifications
 - Update the master agenda following any session changes

EXPERIENCE

- Experience with administrative tasks in an office setting
- Advanced knowledge of Microsoft Excel
- Meticulous attention to detail and accuracy, with a proven track record of delivering error-free work under tight deadlines
- Demonstrated commitment to advancing equality, human rights and/or democracy
- Fluency in English and Spanish

Preferred

- Experience with Microsoft Office Suite, including Word, Outlook and Sharepoint
- Experience with Google Workspace, including Drive, Docs, Sheets and Forms
- Experience and interest in international development
- Experience in event planning



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APPLICATION PROCESS

This position will report to the Senior Program Officer. Interested candidates should submit the following documents in English:

1. Resume
2. Cover Letter
3. Spanish writing sample

All required materials must be received in PDF form by June 17, 2025 via email to jobs@seaif.org. Applications will be considered on a rolling basis and applicants are encouraged to apply early. You will receive confirmation of receipt via email. Incomplete applications will not be considered.