



Mexico Office Program Coordinator Job Description

Harvard's DRCLAS Mexico Office is accepting applications for the position of Program Coordinator, to be based in Mexico City. To apply, please submit a cover letter and résumé as a single PDF document to Lorena Rodas (lorenarodas@fas.harvard.edu).

Ability to travel between Mexico and the United States is necessary. Travel within Mexico, especially in January and over the summer, is required. Occasional weekend travel during these periods may be necessary.

Applications will be reviewed on a rolling basis.

Responsibilities include, but are not limited to, the following:

STUDENT PROGRAMMING

All Mexico student-programming tasks will be conducted under the instruction of and in collaboration with the Cambridge-based Assistant Director of Student Programs at DRCLAS.

- Manage the J-term and summer student internship and study abroad programs.
- Broadcast program deadlines over email lists, social media, and Harvard websites.
- Develop methods to actively recruit students to apply to Mexico programs.
- Assist in the creation of promotional materials for Mexico programs.
- Conduct the recruitment, application, and selection process of candidates for Mexico student programs.
- Spearhead efforts to recruit new government, business, and NGO internship partners for the Mexico internship program.
- Coordinate details and logistics of student programs and their implementation. Responsibilities include liaising with organizations and internship supervisors, arranging student housing, and leading pre-departure meetings, among others.
- Write/update host guidelines and coordinate connection with Cambridge finance team to process housing payments.
- Design, arrange, and lead Orientation week activities and cultural trips during student program sessions.
- Manage the programs' budget.
- Assist in the administration of grants and program fee waivers for students.
- Supervise and evaluate student performance and internship program design.
- Compile feedback after conclusion of programs to make actionable suggestions for program improvement.
- Maintain frequent communication with students both in-country and at Harvard, providing guidance and resources.

MEXICO OFFICE COMMUNICATIONS

All Mexico Office communication and event tasks will be conducted under the instruction of and in collaboration with the Mexico Office Program Director.

- Assist in developing new relationships with local alumni and organizations to further the Mexico Office's goals and mission.
- Assist the Program Director in the creation, design, and diffusion of DRCLAS Mexico Office newsletters, flyers, press releases, and other promotional materials.
- Maintain the DRCLAS Mexico Office webpage, Facebook page, and other social media channels.
- Continuously update and organize the office alumni and friends database.

MEXICO OFFICE EVENTS

- Coordinate logistics of events, including managing invitations and guest lists, catering and venue bookings, and other event-planning tasks.
- Manage social media publicity before and after events.
- Handle photography at events.
- Create and strengthen local partnerships with hotels, restaurants, venues, and caterers to facilitate office events.

CANDIDATE REQUIREMENTS:

- Bachelor's degree required, preferably from a university in the United States.
- Native proficiency in English.
- Proficiency in Spanish.
- Strong writing and editing skills.
- Excellent interpersonal skills and high level of maturity.
- Positive and energetic demeanor in order to work closely with students and lead group activities in the region.
- Reliability, creativity, and flexibility to troubleshoot last-minute challenges.
- Strong organizational skills and proven ability to manage multiple projects and deadlines simultaneously.
- Strong communication skills and ability to coordinate effectively with different stakeholders.
- Demonstrated ability to work independently.
- Editorial and visual design skills strongly preferred.
- Proficiency with MS Office suite, Adobe Acrobat, Dropbox, and other online platforms required.
- Prior experience in Latin America preferred.
- Familiarity with the Harvard academic and administrative structure preferred.

For questions about the position, please contact Mauricio Benítez (mbenitez@fas.harvard.edu)