



## Economic Development Intern

*EntreMundos is a capacity-building NGO that works with local projects and organizations in Guatemala to increase their institutional capacities. The Internship Programme is designed to match qualified individuals with organizations in need of specific support, ensuring that both parties can maximally benefit from the experience.*

### **Host Organization Description:**

SERJUS is a development organization that works with communities to create sustainable integrated development processes; to promote self-reliance; to influence governments and municipal development councils; and to coordinate national and Mesoamerican social movements. They aim to work with communities, building capacities in order to create just, transparent, and effective development in conjunction with the Millennium Development Goals.

SERJUS´ s projects specifically deal with indigenous communities and women in particular. Their development activities include: Community organizing, Institutional strengthening, Community and contextual diagnostics, Development plans, Establishment of basic programs for finance, health, agriculture, women´s participation, and education.

### **Intern Job Description:**

Determine the strengths and weaknesses of community projects en Maya Mam communities, with the support of SERJUS. The Economic Development Intern will be responsible for designing a study (using whichever analytical strategies or process they prefer) in order to evaluate the community projects with which SERJUS works. The Intern will work directly with the SERJUS staff who cover the municipalities of San Martín Sacatepéquez, Concepción Chiquirichapa and San Juan Ostuncalco. The Intern and their SERJUS counterparts will be supervised by the SERJUS Operating Coordinator.

The study must analyze the community projects, and develop a set of recommendations to strengthen these organizations economically, as well as the support that SERJUS provides to each community group. The intern would be responsible for visiting and researching the community projects, and would be expected to produce a final document of their recommendations. The Intern and would train their SERJUS counterparts to ensure that SERJUS benefits from her/his experience and can put the intern´s recommendations into action.

### **Responsibilities**

The responsibilities will be tailored to the intern, and include but are not limited to:

- Design the study using the principles of M&E (monitoring and evaluation)
- Travel to the communities and interview the key stakeholders of the economic projects
- Create monthly reports about the progress of the study and the community projects

- Create tools to measure the progress of the community projects
- Research and analyze collected information
- Draft a report identifying the strengths and weaknesses of each of the projects, as identified by the study
- Propose a detailed plan of action for each project (with the goal of economic sustainability)
- Create a final report of your research and proposal

#### **Requirements:**

- Experience in project monitoring and evaluation
- Advanced writing skills in Spanish
- Availability to work at least 20-30 hours per week (Monday through Friday)
- Willingness to work in a rural area with individuals from a low socio-economic background
- Respect for other cultures and value systems
- Flexibility and willingness to travel on public transportation and by foot, as needed

#### **Preferred Experience and Skills:**

- Intermediate-Advanced Spanish strongly preferred.
- Previous experience working with community and/or economic development
- Previous experience working/volunteering in Latin America.
- Access to a personal computer

This internship has a **4-6 month minimum**, and can be completed at any time during the year.

#### **Costs:**

This internship position requires a donation of **USD\$100 per month**, which will be shared between the host organization and EntreMundos (\$600 for 6 months). This includes the internship placement, pre-departure contact support, a pre-departure information package about Guatemala, contact support while in Guatemala, monthly and final work evaluations by the internship supervisor, a certificate of completion, and follow-up contact with EntreMundos afterwards. Additionally, we will strive to fulfill any bureaucratic functions we can, like filling in additional forms for universities, taking into account our capacities as a small, non-profit NGO.

This donation does not include your flights, health/travel insurance and medical expenses, or living costs while here in Guatemala. Basic living expenses in Quetzaltenango cost about USD \$300 per month, including housing and food.

#### **Additional Expenses:**

The Intern is expected to pay his/her own transportation costs when travelling on public transportation. One-way fare to the communities costs 4 or 5Q (60 cents). Communities in which the intern will work are about a half-hour bus ride from Xela.

#### **How to Apply:**

To apply, send the Internship Program Application, a cover letter written in Spanish, and your CV to [volunteering@entremundos.org](mailto:volunteering@entremundos.org). Our Volunteer Programs Coordinator will be in touch with you, and if she feels that you are a possible candidate, will set up an interview time.