



## Children's Education & Curriculum Development Assistant 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:**

Primeros Pasos is non-profit, independent organization based in rural Guatemala with a comprehensive outlook on healthcare. With the collaboration of health professionals, health educators, volunteers, and community leaders, Primeros Pasos offers quality and affordable health care and health education to the rural, underserved communities of the Palajunoj Valley of Quetzaltenango, Guatemala. We incorporate clinical care, health education, and community outreach programs to effectively provide preventative and primary care.

### **Intern Job Description:**

The Children's Education & Curriculum Development Assistant will work in our Healthy Schools Program. She/he will assist the program director in planning and executing the program. This role is designed to help the director in two primary ways: first, by being a long-term intern who can help to train and work with shorter term volunteers and secondly, by working to update, expand, and revise the Children's Health Education Curriculum. The volunteer would need to have experience in teaching and preferably in curriculum development.

### **Responsibilities include but are not limited to:**

- Traveling on public transport and/or by foot to communities within the Palajunoj Valley.
- Facilitating workshops for both in the clinic and in the schools
- Creating assessment tools for both the workshops and for the program as a whole.
- Creating education materials and tools for workshops.
- Evaluating and revising curriculum material.
- Taking photos of workshops and events in the Healthy Schools Program to be used as outreach material.
- Assisting with the preparation of outreach material for the Children's Health Education program and other clinic programs when needed.
- Networking with other local NGOs and government organizations to procure new resources and contacts in the communities.
- Participating in in-country fundraising efforts.
- Creating a progress assessment report in both English and Spanish at the end of the internship outlining strengths and weaknesses of the program and explaining the challenges faced by the program and the approaches that have been taken to address these challenges.

## Requirements:

- Advanced Spanish: Ability to understand and converse with staff and also with communities including some in which Spanish is spoken as a second language to the indigenous language, Quiché.
- Willingness to give oral presentations in Spanish to native speakers.
- 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 transport and by foot as needed.
- Previous experience in education.
- Strong writing skills in English and Spanish.
- Strong organizational skills.
- A three-month commitment.
- Availability to work 8:00 am-1:00 pm, Monday through Friday.

## Preferred Experience and Skills:

- Previous experience working with NGOs.
- Previous experience working/volunteering in Latin America.
- Computer proficiency, especially on Microsoft office including Microsoft Word and Excel.

This internship is **3 months minimum**, and can be completed at any time during the year.

## Costs:

This Internship position requires a donation of USD\$400 in total for the 3 months, which will be shared between the host organization and EntreMundos. 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. Round trip bus fare to the project's clinic costs 5Q (60 cents). Communities in which the project works are generally less than a half-hour bus ride.

## How to Apply:

To apply, send the Internship Programme Application, a covering 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.