



Environmental Projects Coordinator

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

Asociación Pop Wuj is responsible for several community development projects throughout Quetzaltenango and the surrounding area. The intern's primary activities will be to coordinate the various environmental projects funded and administered by the Asociación Pop Wuj. Asociación Pop Wuj's other projects include: 1) the Medical Project; 2) Family Support Center; and 3) the Scholarship Program. All of these projects are located in or around Xela. The Asociación Pop Wuj runs the Centro de Estudios Pop Wuj Spanish School which generates profits to fund their projects. The environmental programs are also funded in part through donations to the Foundation Todos Juntos.

General Information about the Environmental Projects:

Asociación Pop Wuj's environmental projects include: 1) the safe stove building project; 2) the reforestation project; 3) the vegetable garden; and 4) the recycling project.

Safe Stoves:

In Guatemala many families cook over open fires in their homes. As such, the benefits of improved safe stoves include: decreased deforestation, decreased environmental pollution, decreased smoke-related illnesses, and decreased child and infant deaths and injuries related to open fires. The stoves also increase cooking efficiency and the cleanliness of the home. The increased cooking efficiency decreases the amount of firewood a family purchases or the amount of time the family spends gathering wood in the mountains, thus providing an economic benefit as well.

Stoves are built by teams in three stages. Depending on which stage teams are building, volunteers are needed to pour and build the stove foundation, cut and lay bricks, or finish the stove with a plancha, hood and chimney. This project is extremely hands on and volunteers can see the fruits of their labor.

The intern will be trained in the proper construction of our Safe Stove and will be expected to lead groups of 3-5 volunteers 1-2 times per week (generally 8am to 1pm depending on the community location). Currently Asociación Pop Wuj is building stoves on Wednesday mornings. The schedule can be expanded on occasion.

Reforestation:

Due to the widespread reliance on open fires for cooking in Guatemala, deforestation is a serious problem threatening the health and wellbeing of the environment as well as the human

population. The reforestation project is active from the end of May until approximately August and takes place in various communities surrounding Xela. We work with the families and community groups who participate in our other projects (Stove building, Scholarship, Family Support Center, etc.). Asociación Pop Wuj's reforestation project is not affiliated with any government program and we plant only on private land.

Vegetable garden:

The vegetable garden is located in Llanos de Pinal, on the grounds of the Family Support Center. In previous years, the project was a greenhouse which produced a large quantity of tomatoes and vegetables. The purpose of the vegetable garden is: 1) to contribute to the food given daily to the children and youth at the Family Support Center; 2) to produce a crop which can be sold at the market to create income for the Family Support Center; 3) to educate the children and youth on healthy agricultural and environmental practices; and 4) to foster a sense of responsibility.

Recycling:

Recycling is not common in Guatemala and in many communities there is no waste management system to collect trash. It is very common for families to burn their trash, including plastic, contributing to air pollution and respiratory problems. We collect plastic, metal, glass, and paper from the communities where we work as well as at the Pop Wuj Spanish School.

Responsibilities:

- Work with the Asociación's social worker, Carmen de Alvarado, other volunteers, and the community contacts to coordinate the programs
- Interview prospective families for the Safe Stove Project (with the social worker and community contact)
- Lead the stove building groups with the community contact
- Know and present family descriptions to the volunteers
- Visit and interview families who have previously received safe stove to determine whether they are in use and whether repairs or additional education is needed
- Follow up with families with recently-built stoves to install the fire door
- Maintain the Stove Building Project worksheet to track the status of construction in each family's home
- Organize and participate in at least one meeting with each new group of safe stove beneficiaries to discuss the project and our objective of protecting the environment
- Coordinate the planting of seedlings for reforestation in various communities surrounding Xela
- Educate children and adults concerning environmental issues, including engaging the children and youth at the Family Support Center in the reforestation, vegetable garden, and recycling projects
- Maintain/repair vegetable garden structure
- Coordinate and manage vegetable cultivation in the garden
- Coordinate and publicize the recycling endeavors at the Family Support Center, Pop Wuj, and with our community groups in San Juan Ostuncalco and La Victoria
- Collaborate with volunteers and staff to maintain cleanliness at Pop Wuj (where we store the recycling materials) and to deliver materials to the recycling centers promptly
- Support the environmental work of the communities with whom we work.
- Write monthly program summaries (in English and Spanish), including successes, barriers, goals met, and new goals. These summaries will be sent to Foundation Todos Juntos, Timmy Global Health, and to specific private donors. They will also be used as a historical record of the projects.

- Update the main data base as well as various documents on the Asociación's *Google Docs* page
- Provide content for/update the project's blog
- Serve as a liaison between the Asociación's projects and the Pop Wuj Spanish language school students, including attending the Monday morning presentation and Thursday dinner to provide information and encourage participation in the program
- Assist in coordinating program activities when the Asociación Pop Wuj hosts groups of volunteers
- Organize occasional benefits and raise funds for the programs
- Participate in the cultural competency lectures which will be provided by the Asociación Pop Wuj at the beginning of the internship
- Collaborate with other Pop Wuj project coordinators and volunteers as needed

Requirements:

- Intermediate Spanish
- Ability to work as part of a team
- Strong written and verbal communication skills
- General computer skills and experience with common internet/social media sites
- A willingness to learn about and respect the Guatemalan culture
- Experience in agriculture, construction, and/or reforestation

The Environmental Projects Coordinator is a **minimum of 3 months** and can be completed at any time during the year. The Asociación Pop Wuj is willing to extend the internship should the intern succeed during the first three months and have interest in continuing. Asociación Pop Wuj also offers other internship opportunities through EntreMundos should the intern be interested in focusing on another project. The intern will be able to adjust his/her schedule to prepare for activities and write project updates/summaries.

Supervision:

Carmen de Alvarado, Social Work and Social Projects Director, will supervise the intern. The full team of volunteers and social work students meet every Monday morning. It is very important to attend this meeting even though the environmental projects will not be the focus of the entire meeting. All volunteers and coordinators work together in the projects and learn from each other's obstacles and successes. Because of the director's long history working with the rural communities, we rely on her expertise and cultural awareness to guide our work. No significant change or new work should be undertaken without first consulting the director. In addition to the Monday meeting, the director is also available to meet individually with volunteers and coordinators as needed.

Costs:

The Internship Program requires a donation of **\$100 per month** (\$300 for 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 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 fee 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 \$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 to the project sites. Most communities are within less than an hour bus ride from Xela. There are computers and Wi-Fi for the intern to use at Pop Wuj.

How to Apply

Send the Internship Program Application (<http://www.entremundos.org/en/internships.html>), a cover letter written in Spanish, and your resume (CV) to 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.