



## Grant Writer/Researcher

*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 de Mujeres del Altiplano (AMA) is a non-profit organization that works to strengthen the skills and abilities of Guatemalan women from the highlands of Quetzaltenango, creating transformational opportunities as they head down the road to independence. AMA's mission is to empower women through cooperative action, and we strive to develop all women's potential to be strong, adaptable, creative, responsible and team-oriented. They support Guatemalan women of limited resources, regardless of education level, income, language, ethnicity, religion and civil status.

### **Intern Job Description:**

AMA is looking for an intern to support the AMA's efforts to promote the empowerment of the indigenous women of Guatemala's Highlands, primarily in the role of grant writer and researcher. Secondary tasks may include various outreach projects, assisting with publicity materials, and photography work.

### **Responsibilities:**

Responsibilities include, but are not limited to:

- Researching and selecting funding opportunities to which AMA can apply
- Assisting in the preparation and gathering of information associated with grant applications
- Working on several new outreach projects that will raise awareness of various hidden realities of life in the Guatemalan Highlands
- Researching and compiling articles and statistics on current issues such as Guatemala, poverty, development, or indigenous communities around the world
- Writing articles and features for HSP-AMA publications and publicity materials
- Conducting interviews and research in communities with members of our women's circles to establish the impact of AMA's work, as necessary
- Working as a photographer for AMA and the affiliated Highland Support Project
- Providing general office administrative support to AMA staff, as necessary

### **Requirements:**

- Proficient Spanish skills – (able to hold conversations with people, including those with weak Spanish skills)
- Excellent writing skills

- Excellent communication and organizational skills.
- Ability to work independently and organize own work timetable
- Ability to work under pressure
- A passion for current affairs and issues affecting Latin America and indigenous communities
- A commitment to the mission and vision of AMA
- Willingness to be available to work whenever required and to work full time

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

- Previous experience working abroad, preferably in Latin America.
- A desire to pursue a career in grant writing, fundraising or research
- Graphic design skills
- Writing experience

This internship position is **6 months minimum**, with a 1-month trial period. There is the possibility of promotion to other paid positions within AMA's affiliated organization, the Highland Support Project, depending upon availability and performance.

#### **Costs:**

The Internship Programme requires a donation of **\$100 per month**, which will be shared between AMA and EntreMundos. This includes the internship placement, pre-departure contact support and information, basic contact support while in Guatemala, monthly and final work evaluations, 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 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, although there is also the possibility of living in the AMA office.

Interns operate on the standard Guatemalan 90-day tourist visa, please contact EntreMundos for information about extending this during the internship.

#### **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.