



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. These projects were designed to address the immediate needs of the community, as well as promoting sustainable growth and development. The Asociación Pop Wuj runs the Centro de Estudios Pop Wuj Spanish School which generates profits to fund their projects. The projects are also funded in part through donations to the Foundation Todos Juntos and a partnership with Timmy Global Health.

Intern Job Description:

The intern's primary activities will be to coordinate the various projects funded and administered by the Asociación Pop Wuj. These projects include: 1) The Safe Stove Project; 2) The Medical Project; 3) La Guardería/Family Support Center; 4) The Scholarship Program; 5) Reforestation; 6) the Vegetable Garden; and 6) the Recycling Project. The projects are located in Xela and in surrounding communities.

Responsibilities:

- Work closely with the Asociación's social worker, Carmen de Alvarado, to coordinate all of the projects
- Travel with the social worker to the various communities, depending on the weekly schedule of activities. The intern will also travel and work independently.
- Collaborate with other project coordinators and volunteers
- Serve as a liaison between the Asociación's projects and the Pop Wuj Spanish language school students, including attending the Monday morning meeting and the Thursday dinner
- Write monthly project summaries (in English), including successes, barriers, goals met, and new goals. These summaries will be sent to Foundation Todos Juntos and Timmy Global Health when appropriate.
- Update and maintain the main database as well as documents on the Asociación's *Google Docs* page
- Provide content for the projects blog
- Create and post at Pop Wuj a weekly schedule of project activities
- Assist in coordinating project activities when the Asociación Pop Wuj hosts groups of volunteers
- Organize occasional benefits
- Participate in the cultural competency lectures provided at the beginning of the internship by the Asociación Pop Wuj.

Requirements:

- Intermediate Spanish
- Strong organizational skills
- 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
- Willingness to learn about and respect the Guatemalan culture
- A lot of energy!

The Internship is **3 months minimum**, and can be completed at any time during the year. The Association is willing to extend the Internship should the Intern succeed during the first three months and have interest in continuing.

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 Programme requires a donation of **\$100 per month**, 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. Unfortunately, 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. Round trip bus fare to the Guardería/Family Support Center, the vegetable garden, and the current safe stove community is 4Q. The Asociación Pop Wuj usually provides private transportation to surrounding communities for scholarship distribution and the travelling medical clinics. There are computers and Wi-Fi at Pop Wuj.

A Typical Day:

Meet with the social worker at Pop Wuj, meet with any families who participate in the projects who have come to Pop Wuj, visit a community for a medical clinic, scholarship distribution, and/or public health talk, etc. Return to Xela in the early afternoon (usually before lunch). Most afternoons the intern will be free to prepare for upcoming events and activities and write project summaries.

Pop Wuj's Weekly Activities (subject to change):

Monday:

8am Meeting with Pop Wuj students

9am Meeting with social worker, volunteers, and other project coordinators to discuss the week's activities

Tuesday:

AM—Medical Clinic at Pop Wuj

Wednesday:

AM—Mobile Clinic and Scholarship Distribution Day (various communities) or Safe Stove Building

Thursday:

PM—Weekly student activity at the Guardería/Family Support Center

PM—Weekly dinner at Pop Wuj

Friday:

AM—Medical Clinic at Pop Wuj

PM—Mother's group meeting or personnel meeting at the Guardería/Family Support Center

How to Apply

To apply, send the Internship Program Application (Found here:

<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.