



Social Media and Communications 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:

PrimerosPasos 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, PrimerosPasos 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 Social Media & Communications Intern will work in collaboration with PrimerosPasos' Development Director. The intern needs to have experience in at least one of the following: website design and development, video editing, graphic design, social media development and management, journalism, and/or photojournalism. The intern's background (i.e. web design vs. video editing) will determine the exact parameters of their responsibilities and tasks.

Responsibilities will be tailored to the specific intern, and will include, but are not limited to:

- Website design and management
- Design of promotional material
- Graphic design of logos, banners, etc.
- Updating social media sites (Facebook, Twitter, etc.)
- Compiling information/statistics/photos that can be used on our social media sites
- Traveling on foot to see the clinic's programs first-hand
- Photographing/filming various clinical activities
- Video/photo editing
- Networking with local and international NGOs to procure contacts and resources for the organization
- Participating in in-country fundraising efforts

Requirements:

- A three-month minimum time commitment.
- Availability to work 4-5 hours a day, Monday through Friday.
- Basic, functional Spanish and an interest to improve upon that Spanish level.
- 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 social media/communications fields.
- Strong English-language writing skills.

- Access to a personal computer.

Preferred Experience and Skills:

- Previous experience working with NGOs.
- Previous experience working/volunteering in Latin America.
- Intermediate and/or advanced Spanish preferred, but not required.
- 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.

How to Apply:

To apply, send the Internship Programme Application, a covering letter written in Spanish, and your 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.