



## Women's Health Education 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 intern will work in our Women's Education Program. The program is designed to educate and empower women to be community leaders and health advocates, thereby improving the quality of life both for themselves and their communities as a whole. The Women's Education Program is a three-year curriculum, which focuses on basic self-health and community health education in the first year, empowerment and leadership in the second year, and culminates with a project designed by the women's group in the third year. The intern will work with the Women's Education Program Director and Women's Education Program Assistant to support these groups and develop new groups in the Palajunoj Valley. This will include facilitating meetings and workshops, attending meetings and workshops, creating education materials, evaluating the program, and providing support to these women to encourage participation and involvement.

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

- Working within communities to establish interest in women's groups.
- Assisting communities in the establishment of new women's groups.
- Traveling on public transport and/or by foot to communities within the Palajunoj Valley.
- Facilitating workshops for women's groups.
- Attending group meetings.
- Providing support for third year community projects.
- Writing progress reports for women's groups in English and/or Spanish when necessary.
- Creating assessment tools for both the women's groups and for the program as a whole.
- Creating education materials and tools for workshops.
- Taking photos of meetings and events in the Women's Health Education Program to be used as outreach material.
- Assisting with the preparation of outreach material for the Women'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.
- Coordinating events between the clinic and women's groups. Informing women's groups about events, such as GYN week, taking place at the clinic.
- Working with the Development Director to assist with fundraising and grant writing for the Women's Education Program and/or other areas of need within the clinic programs.
- 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 with communities including some in which Spanish is spoken as a second language.
- Willingness to work in a rural area with women from a low socio-economic background.
- Willingness to give oral presentations in Spanish to native speakers.
- Respect for other cultures and value systems.
- Strong writing skills in both English and Spanish.
- Flexibility and willingness to travel on public transport and by foot as needed.
- Strong organizational skills.
- Creativity and problem solving skills to address the needs of each community.
- Commitment to a minimum of six months.

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

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

This internship is **6 months minimum**, and can be completed at any time during the year.

### **Costs:**

The Internship Programme requires a donation of USD\$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.

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.