



CARAS ALEGRES
Home to Happy Faces



Caras Alegres

Internship: Development Intern

Host Organization description:

Caras Alegres is a non-profit organization serving children and their families in Las Rosas, a neighborhood in the city of Quetzaltenango (Xela), Guatemala. Las Rosas is an impoverished neighborhood where the majority of families live at or below the poverty line. This lack of economic opportunities contributes to problems such as alcoholism, teenage pregnancies, and limited healthcare.

Founded in 2004, Caras Alegres is committed to strengthening this community by offering afterschool programming and other resources promoting the well-being of at-risk children. We partner with approximately 70 to 80 families, providing basic needs and educational opportunities to families that would otherwise not have them.

Mission: To provide and improve the general welfare of children and their families, who live in poverty, neglect and personal disintegration.

Vision: To fight the negative effects of poverty and to provide the children and their families with a positive outlook towards the future.

Caras Alegres Tarde is our core program. From Monday to Thursday we open up our doors in the afternoon for children between 5 and 14. We do handicrafts, sports, play different games... while teaching them about social values. One of the key motivations behind this program is the fact that it keeps up to 85 children off the streets.

Community Lunch Room is our other, and most recent, project that keeps the staff busy. We have 55 kids enrolled, and from Monday to Thursday they come to eat a nutritious lunch in our premises. The main incentive behind this project is the high levels of malnutrition among the children we attend.

We are a small, but growing, team of passionate Guatemalan and foreign people working together to accomplish the mission and vision of Caras Alegres. At the moment we are: Allan – General Director, Randi – Development Director, Jenna – Program and Volunteer Director, Daniel – Educational Program Assistant, Teresa – Cook, Gricelda – Assistant Cook, Eduardo – Night guard and invaluable group of local and foreign volunteers.

Intern Job description:

This internship is practical and has some direct contact with children and their families. The intern will be supervised by and reports to the Development Director.



CARAS ALEGRES
Home to Happy Faces



The development intern will help out the Development Director in various aspects of funds development, including grant writing, event planning, communication with donors, report writing etc. We need a development intern who is fluent in English and has an intermediate or advanced level of Spanish to communicate with the office staff and local donors. He/ she also has good communication skills. The intern will be an integrated part of the Caras Alegres team and may be asked to help in other tasks too, such as in our afterschool program. The intern will also take part in family visits in the community to be able to better understand the children's backgrounds and family situations

The internship requires a minimum commitment of 3 months and is a full-time 40 hours per week. The internship and responsibilities can be modified according to intern's experience and expertise, and the needs of the organization.

Responsibilities:

- Assist Development Director in fundraising application submissions and grant writing
- Manage and cultivate donor relationships; communication with individual and company donors
- Help plan and organize fundraising events and/ or campaigns
- Contribute writing in our news letter
- Contribute to possible research projects
- Help maintain and improve our presence in social media (instagram, facebook)
- Some general administrative tasks
- Interact with staff, volunteers and children in a professional and ethical manner

Requirements:

- Open heart and open mind
- Commitment to the mission and vision of Caras Alegres
- High intermediate to Advanced Spanish
- Minimum two years of relevant studies completed and/or some relevant work experience (eg. Development, international relations, communications, graphic design etc)
- Ability to communicate effectively both in writing and orally
- Strong organizational skills
- Willingness to work with limited resources
- Experience in grant writing and report writing is an advantage
- Experience in graphic design and wordpress management is an advantage
- Lots of patience and understanding, flexibility and ability to work under pressure and in a hectic environment
- Awareness and appreciation for diversity including learning, experiential, cultural and economic differences
- Adaptability to new culture and surroundings and ability to quickly grasp the local context
- Team-oriented with collaborative approach to working with other staff members and volunteers



CARAS ALEGRES
Home to Happy Faces



- High autonomy, pro activeness and ability to take direction
- Ability to both give feedback and receive constructive feedback regarding performance, presentation and relationships with others and use it accordingly

Costs:

The Internship Program requires a donation of US\$ 100.00 per month up to three months (US\$ 300.00 for 3 months), which will be shared evenly 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, training, support and evaluations by the internship supervisor and a certificate of completion. Additionally, we will strive to fulfill any bureaucratic functions we can taking into account our capacities as a small and non-profit NGO.

The internship does not include flights, insurance and medical or travel expenses, and living expenses in Guatemala. The basic expenses to live in Quetzaltenango are around \$ 300 per month, which includes lodging and food.

We expect the intern to pay his/ her own flights and other transportation costs (public transportation to the project is Q2.50/ day). Other additional expenses are health/travel insurance, medical expenses and living costs.

How to apply

To apply, send the Internship Program Application, a cover letter written in Spanish and your CV to volunteering@entremundos.org. If the host organization feels you are potential candidate, our volunteer Programs Coordinator will then contact you and arrange an interview.