



## EntreMundos

### Internship: Journalism (Human Rights and Development)

*EntreMundos is a non-governmental organization that Works with local projects and organizations in Guatemala to increase their institutional capacities.*

*The internship program places qualified people with organizations with specific needs, ensuring that both parties can benefit the most from their experiences together.*

#### Description of the participating organization:

EntreMundos is a Guatemalan organization, founded in Quetzaltenango in 2001 with the purpose of strengthening the capacities and competencies of community organizations, grassroots groups and local NGOs in order to provide them with the necessary skills, tools and methodologies to improve their institutional performance, creating - at the same time - networks, collaborations and synergies between them. EntreMundos strongly believes that by reinforcing the knowledge of these actors, it is also automatically benefiting civil society and the communities where they operate, increasing the impact of the projects and programs they carry out in their different areas of intervention.

The institution has a database of more than 950 community and grassroots organizations throughout the country- working within the framework of civil, social, cultural, political, environmental, economic and gender justice - and supports them through five main areas of work:

1. **The Training Program (through Diploma in different subjects and Computer Courses / Computer Skills);**
2. **The Sector of Good Practices in Community Tourism;**
3. **The Small Grants Project;**
4. **The Volunteer Program (national and international);**
5. **The edition and distribution of the bimonthly and bilingual magazine "ENTREMUNDOS".**

In its 17 years of existence, EntreMundos has reached very high levels of experience, knowledge, acceptance and credibility, collaborating with more than a thousand rural development organizations and eight international donors. Nowadays it is a nationally recognized institution, it has acquired a strong leadership and it has become a point of reference, recognition and representativeness of vital importance for grassroots groups, community associations and local NGOs.

#### Functions, Activities and/or Tasks:



The Magazine Intern's main responsibilities will be to support and contribute to the mission of EntreMundos Revista. Depending on current needs, this will include the creation of a photo-bank, copy-editing and translating articles, and proposal writing and fundraising, among other tasks. This internship is part-time and will largely be performed independently. Responsibilities include, but are not limited to:

- Developing a digital photo bank, comprised of images found online.
- Travelling within the rural and urban area to take photos of the area, volunteers, and organizations with which EntreMundos works.
- Translating articles, from English to Spanish and/or Spanish to English.
- Copy-editing translated articles.
- Participating in the printing process and master copy review.
- Delivery of magazines throughout Quetzaltenango.
- Researching fundraising options and writing proposals.
- Other administrative support to the EntreMundos team, as needed.

### **The requirements (Including level of Spanish):**

A minimum of 4 months commitment, part-time. Advanced Spanish and English, with one as a native language. Willingness to travel independently within and around Quetzaltenango. Both independent and team working ethic. Computer proficiency, especially with the Microsoft Office suite.

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

Experience working with Adobe InDesign and Microsoft Photoshop.

### **Benefits offered to interns:**

The Internship is 4 months minimum, part time, and can be completed at any time during the year. EntreMundos is willing to extend the Internship should the Intern succeed in the first four months and have interest in continuing.



### **Costs and Help:**

The Internship Programme requires a donation of US\$ 50 per month (US\$ 200 for 4 months). 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 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 US\$ 300 per month, including housing and food.

### **How to Apply:**

To apply, send the Internship Program Application, a covering letter written in Spanish, and your CV to [volunteering@entremundos.org](mailto:volunteering@entremundos.org). Our Program Advisor will be in touch with you, and if she feels that you are a possible candidate, will set up an interview.