



Primeros Pasos

Internship: Communications 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:

Primeros Pasos is a small, primary care health clinic located in the rural Palajunoj Valley, just 15 minutes outside of Quetzaltenango, Guatemala by bus. The clinic serves as the only reliable source of healthcare in the entire valley as it is the only clinic equipped with doctors, dentists and pharmacy. Primeros Pasos is a non-profit, independent organization with a comprehensive outlook on health care. With the collaboration of health professionals, health educators, volunteers, and community leaders, Primeros Pasos offers quality and affordable healthcare as well as health education to the rural, underserved communities of the Palajunoj Valley of Quetzaltenango.

Primeros Pasos incorporates and combines clinical care, health education and community outreach programs to effectively provide preventative and primary care. Primeros Pasos aims to improve the quality of life of the rural communities of the Palajunoj Valley through integrated health education programs and access to medical services. We are the only comprehensive and affordable source of local health care in the area, providing health education classes year-round to participating schools and community groups.

Job Description:

As part of our Communications and Development Team, you will be working alongside our Development Director as well as other members of staff, to ensure the long-term sustainability of our organization. You will be enhancing Primeros Pasos' online presence and visibility by updating and improving our social media sites and website. Other tasks include, but are not limited to, researching and networking, grant writing, researching, collaborating with other organizations, and going into the communities we serve. Through your work, you will gain insight into how nonprofits are successfully managed and what is involved in creating sustainable development projects. Our development team is responsible for finding the valuable resources needed to serve the approximately 8,000 patients and participants we serve each year.



Requirements:

- Willingness to work hard and actively participate and contribute to the mission of Primeros Pasos of providing quality healthcare and educational services to the communities of the Palajunoj Valley
- Flexibility and willingness to travel on public transport and by foot as needed
- At least 18 years of age
- Availability to work 4-5 hours a day, Monday through Friday
- Sensitivity and respect to the ideals, traditions and beliefs of other cultures and value systems
- An intermediate to advanced level of Spanish (level dependent on position applied to). Successfully completing a Spanish test is a requirement

Primeros Pasos internships require a **minimum of one month** and can be completed at any time during the year.

Benefits offered to interns:

- Engaging work in a well-established clinic with the opportunity to directly assist in providing much-needed health care to vulnerable communities
- Hands on experience working with patients, addressing their needs to ensure that good health practices are maintained in the clinic

Costs and Help:

This Internship position requires a donation of **\$150 at EntreMundos** for National and International interns. These donations include 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.

Additionally, Primeros Pasos asks for a fundraising donation of **US\$ 300.00**, to be raised via Primeros Pasos fundraising website before or during the internship (the fundraising donation asked by Primeros Pasos is not required for national volunteers). 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 US\$ 300.00 per month, including housing and food.



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How to Apply:

To apply, send the Internship Program Application, a cover letter written in Spanish, and your CV to volunteering@entremundos.org. The Volunteer Programs Coordinator will be in touch with you, and if the host organization feels that you are a possible candidate, will set up an interview time.