



## VOLUNTEER FOR ENTREMUNDOS

### GENERAL DESCRIPTION OF THE POSITION

The position as volunteer in the EntreMundos Association is open to anyone who has the desire and interest to collaborate with a Guatemalan non-profit organization in its fight to eradicate poverty and defend Human Rights. Although it is a flexible position regarding schedule, EntreMundos asks the volunteer for a commitment and a very high level of responsibility. In general, the volunteer will support the EntreMundos team in both administrative and field activities, collaborating in **one or more** of the following tasks (depending on the interests, experiences, skills and time availability)

#### 1. Volunteers Program

- Support in the research of contacts interested in our Community Service Learning Program (such as national and foreign universities or others)
- Join the volunteer coordinator in possible trips with groups of volunteers
- Support the updating of the volunteer database

#### 2. Magazine

- Translate articles - from English to Spanish and / or from Spanish to English
- Edit articles in the volunteer's native language
- Support with conducting interviews or editing articles
- Help in the distribution of the magazine

#### 3. Capacity Building Program

- Collaborate in the creation of advertising for our workshops
- Support secretarial and logistics activities such as: receiving telephone calls, keeping records, issuing receipts, preparing materials, etc.
- Support the updating of our general database

#### 4. Social network and website

- Help in the management of social networks by promoting our different programs and activities
- Create advertising material and upload it to Facebook and Youtube social networks
- Support updating the website of the association and the online magazine (uploading articles or creating content)

#### 5. Fundraising

- Collaborate with the search and creation of proposals for potential donors
- Perform local fundraising activities
- Help with the search for new advertisers for the magazine

#### 6. Management of the guest house

- Support with maintenance activities and cleaning the house
- Collaborate in advertising activities for the house

### SCHEDULE

The schedule for the volunteer will be flexible, depending on availability of the person and taking into account the current EntreMundos office hours, which is from 1:00 pm to 6:00 pm, Monday through Friday.

### DURATION

Minimum one month, but we are open if the volunteer wants to stay a longer time. This will depend on the availability of the volunteer and the results achieved during the first month.

### WE REQUIRED FROM THE VOLUNTEER

- ✓ Be a responsible, punctual and committed person.
- ✓ Be dynamic, proactive and willing to work in a team.

### WHAT WE OFFER

- ✓ EntreMundos accreditation that states that the volunteer complied with all the established guidelines and agreements.
- ✓ Discounts on the rent of rooms of our lodging.