



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.