



## Asociación Pop Wuj – Communications Coordinator

*(Revised July 2018)*

The intern's primary activities will be to coordinate publicity efforts around and support the work of the various projects funded and administered by the Asociación Pop Wuj. These projects include the Scholarship Program, the Family Support Center, the Safe Stove Project, the Recycling Project, the Reforestation Program, the Pop Wuj Clinic, and the Nutrition Program. The projects are located in Quetzaltenango (Xela) and nearby rural communities. This internship is full time (requiring 40 hours per week) and requires a three-month minimum commitment.

The Asociación Pop Wuj runs the Centro de Estudios de Español Pop Wuj, or Pop Wuj Spanish School, a nonprofit that directs all proceeds to its community development work. The projects are also funded in part by donations via Foundation Todos Juntos and a partnership with Timmy Global Health.

### Responsibilities

- Work closely with Pop Wuj's Director of Social Projects, Carmen de Alvarado, to coordinate publicity efforts, communication with donors and volunteers, and other work in the projects.
- Participate in the projects according to current needs.
- Travel with Carmen and/or other staff to the communities served by Pop Wuj, depending on the weekly schedule of activities. The intern will also travel and work independently.
- Collaborate with Pop Wuj's Student Coordinator and fellow Pop Wuj volunteers.
- Serve as a liaison between Pop Wuj's projects and its language school students, which includes attending the weekly Monday morning meeting and Thursday evening dinner.
- Take photos and videos of Pop Wuj's community development work in and around Xela.
- Manage and produce content (in English) for Pop Wuj's Facebook page ([facebook.com/PopWujSpanishSchoolGuatemala](https://facebook.com/PopWujSpanishSchoolGuatemala)).
- Manage and produce content (in English) for Pop Wuj's Instagram ([instagram.com/popwuj](https://instagram.com/popwuj)).
- Manage and produce content (in English) for Pop Wuj's blog ([proyectospopwuj.blogspot.com](https://proyectospopwuj.blogspot.com)).
- Design new publicity materials and refurbish existing materials.
- Research and write status reports as needed for the Foundation Todos Juntos biannual newsletter (*Solidaridad*), quarterly FTJ updates, etc.
- Update and maintain Pop Wuj's project database and Google Drive.
- Create and post Pop Wuj's weekly schedule of project activities.
- Assist in coordinating special activities in the projects when Pop Wuj hosts groups of volunteers.
- Translate cultural competency courses, medical conferences, and other meetings/presentations as needed.
- Organize benefits and special events as needed.
- Participate in Pop Wuj's cultural competency lectures at the beginning of the internship.

### Requirements

- Intermediate Spanish
- Basic photography skills
- Marketing experience or willingness to take initiative in developing these skills
- Social media experience
- Strong organizational skills
- Strong written and verbal communication skills
- Ability to work as part of a team
- Basic familiarity with computers
- Willingness to learn about and respect the Guatemalan culture
- A lot of energy!

Please note that an intern's Spanish level heavily dictates the work they'll be able to do in the projects. The more advanced the Spanish, the more an intern can participate actively in meetings, translation, presentations, social work interviews, etc.

The internship can be completed at any time during the year. However, most project work stops between mid-December and mid-January, so please speak with Pop Wuj's Student Coordinator if you would like to volunteer at that time. The Asociación Pop Wuj is willing to extend the intern's original commitment should the intern succeed during their first three months and want to continue. The Asociación Pop Wuj also offers other internship opportunities should the intern be interested in focusing in one particular project.

### **Supervision**

Director of Social Projects Carmen de Alvarado will supervise the intern. The full team of volunteers and Social Work Spanish students meets with the director every Monday morning. All volunteers and coordinators work together in the projects and learn from each other's obstacles and successes. Because Carmen has many years of experience working in rural communities, we rely on her expertise and cultural awareness to guide our work. No significant change or new work should be undertaken without first consulting her. Outside our Monday meetings, Carmen is available to meet individually with volunteers as needed. Although not a formal supervisor, the Pop Wuj Student Coordinator handles logistics with EntreMundos and is available for day-to-day support.

### **Internship Cost**

Each intern pays a \$300 fee that is shared equally between EntreMundos and Pop Wuj. This payment defrays the costs of training and materials. The \$300 must be paid in full to the Volunteer Coordinator at EntreMundos by 6 p.m. on the Friday of the intern's second week at Pop Wuj. Failure to complete payment by then will result in suspension of the internship.

### **Recommended Equipment**

Although not required, cameras and laptops are incredibly useful in Pop Wuj internships. Pop Wuj's Student Coordinator may be able to lend these items on occasion, but we strongly recommend that interns bring their own camera and laptop to facilitate their work.

### **Additional Expenses**

Each intern is responsible for their own room and board in Xela, transportation costs when using public transportation to work in the projects, and Thursday dinner payments. Interns may choose to live with a Pop Wuj host family (who provide a private room and 3 meals a day, 7 day a week) for \$50 USD per week or to arrange their own accommodations with guidance from the EntreMundos Volunteer Coordinator. Public buses charge Q4 (\$0.50 USD) for round-trip fare from Xela to the Family Support Center and current Safe Stove Project sites. Pop Wuj usually provides private transportation for scholarship meetings, medical work outside our Xela clinic, and special events in the environmental projects. Intern attendance is required at the Pop Wuj dinner, also attended by the Student Coordinator, at least one Pop Wuj director, and many students and teachers each week. Students pay Q30 for their meal while staff and volunteers pay Q10 (\$1.25 USD). Pop Wuj offers free WiFi, which interns are welcome to use while Pop Wuj is open (M-F 8 a.m.-7 p.m., Sunday 11 a.m.-7 p.m.). However, interns pay for any additional internet usage at internet cafes, etc.

### **Typical Schedule**

The schedule at Pop Wuj varies enormously with project priorities, time of year, etc., so describing a "typical week" is difficult. The sample schedule below includes common events at Pop Wuj, some of which are mandatory for interns and others of which depend on project priorities and intern interests. We have highlighted a sample full-time intern schedule in [blue](#). Please note that working over 40 hours happens easily in a busy week, so interns can ask Carmen for permission to leave early or arrive late during unstructured periods.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
8 a.m. Activities Meeting 9 a.m. Medical Conference 9 a.m. Meeting Carmen de Alvarado 10 a.m. Cultural competency course (translating) 1 p.m. LUNCH BREAK 2-5 p.m. Unstructured time for planning, writing, FSC visit, etc.	8 a.m. Pop Wuj Clinic 8 a.m. Scholarship Meeting (on- or off-site) 9 a.m. Cultural competency course 1 p.m. LUNCH BREAK 2-5:30 p.m. Safe Stove Project (off-site)	8 a.m. Pop Wuj Clinic (on- or off-site) 8 a.m. Scholarship Meeting (off-site) 8:30 a.m. Safe Stove Project (off-site) 1 p.m. LUNCH BREAK 2-5 p.m. Unstructured time	8 a.m. Nutrition Program (3x/month, off-site) 9 a.m. Cultural competency course 1 p.m. LUNCH BREAK 2-5:30 p.m. Visit to the Family Support Center 5:30-6 p.m. BREAK 6-8:30 p.m. Pop Wuj Dinner	8 a.m. Pop Wuj Clinic 8 a.m. Family Support Center Mothers' Meeting 1 p.m. LUNCH BREAK 2-5 p.m. Unstructured time	FREE  (Pop Wuj open Sunday 11 a.m.-7 p.m.)

**Additional Information**

The Pop Wuj Projects Blog - [proyectospopwuj.blogspot.com](http://proyectospopwuj.blogspot.com)

Pop Wuj's website - [pop-wuj.org/volunteer/volunteer.html](http://pop-wuj.org/volunteer/volunteer.html)

Foundation Todos Juntos - [todos-juntos.org](http://todos-juntos.org)

Pop Wuj's Facebook – [facebook.com/PopWujSpanishSchoolGuatemala](https://facebook.com/PopWujSpanishSchoolGuatemala)

Pop Wuj's Instagram - [instagram.com/popwuj](https://instagram.com/popwuj)

Pop Wuj's Student Coordinator is happy to answer questions and/or provide references from internship alumni on request.

**Contact Information**

Carmen de Alvarado, Director of Social Projects

Asociación Pop Wuj

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Pop Wuj Student Coordinator

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(Spanish/English)