

JOB DESCRIPTION

POSITION TITLE:	Intern - Volunteer
POSITION REPORTS TO:	Project Director
NUMER OF POSITIONS SUPERVISED:	0
LOCATION:	Teabo, Yuc. MX. Chumayel, Yuc. MX.
DURATION:	5 weeks during summer June - July
COMPENSATION:	Unpaid internship

Cielo Communities Foundation (Cielo Foundation - Fundación Cielo) is a non-profit registered in USA and Mexico. We strongly promote Education as a mean to advance society. We work closely with local government officials, NGO's, Academic Institutions and the private sector to improve living conditions, generate sustainable job opportunities, promote formal education and environment conservation.

POSITION SUMMARY:

Interns are mainly focused on execution of our summer program. For this year, we are partnering with [CodeParty](#) to run a 5 week STEAM program for children aged 8 to 12 in Chumayel and Teabo. The course is aimed at teaching children that they not only can consume technology, but they can create their own. In partnership with the Project Director you will share responsibility for planning, implementing and evaluating our project workshops. In addition, Interns work with staff developing communications deliverables such as Newsletter, publishing on FB, Instagram, Twitter throughout the program. They are also responsible for delivering a final document where the conclusions, recommendations and overall evaluation of the program is assessed. Overall responsibilities include researching, writing, organizing, arranging facilities and catering, and promoting events to members and to the community.

QUALIFICATIONS AND REQUIREMENTS:

- Undergraduate student
- Ability to communicate verbally in Spanish
- Agree to be on-call for 2-3 months of prior and 1 month post duration of the Summer Program.
- Completion of all online forms, country surveys and in-person training.
- Proficient in Microsoft Office
- Having a Medical insurance to cover you while in Mexico

KNOWLEDGE, SKILLS AND ABILITIES:

- Be punctual for volunteer duty or shift
- Be reliable and responsible;
- Communicate any issues or concerns which are likely to affect your volunteer duties
- Doing duties as assigned and directed
- Accept guidance from the Project Director
- Be willing to learn and participate in orientation, training programs, and meetings
- Keep sensitive organizational information confidential
- Comply with the policies and procedures of the organization

JOB RESPONSIBILITIES may include but are not limited to:

- Assisting with programs, events and activities organized by the PD
- Working cooperatively as a reliable team member to complete volunteer assignments
- Understands the ethical and legal responsibilities involved and maintains strict confidentiality regarding the privacy of volunteers
- Tutoring and mentoring students
- Assisting in a class or any program
- Sharing a special skill or occupation to enrich any Cielo's Activity

To apply submit cover letter and CV to info@fundacioncielo.org by **Friday April 13th 2018.**