

# POSITION: NONPROFIT MANAGEMENT INTERNSHIP



## About The Organization

Long Way Home is a 501(c)3 that **envisions communities equipped to innovate and act responsibly in the face of local and global challenges**. Through promoting green building, employment, and education, Long Way Home mobilizes people to actively participate in democracy and create innovative pathways to economic and environmental justice.

Since 2009, the focus of the organization has been on building an 18-building green-designed campus in San Juan Comalapa, Guatemala. We've used more than 450 tons of trash and over 15,500 tires in our construction so far! On the campus, we serve 140 K-11 students who study a curriculum that integrates project-based learning and the green building process to cultivate employability and democratic participation skills for a 21st century, climate-stressed world. In addition to education, we train and employ local green builders who carry out our many green construction projects in Comalapa and throughout Guatemala.

## About The Job

The NGO Management Internship is a great opportunity for anyone pursuing a career in non-profit/NGO management, social work, community organizing or political science. Managing a grassroots nonprofit requires wearing many hats: fundraising, marketing, bookkeeping, reporting and managing resources. Your internship with Long Way Home can be tailored to your specific area of interest but will also give you the opportunity to experience the full gamut of nonprofit administrative tasks.

This is an excellent opportunity to learn about grant writing, social media and other creative administrative tasks for a non-profit organization. The NGO Management internship is split between 60% non-profit management tasks and 40% green building tasks. We involve green building tasks in this internship so that the intern comprehensively understands a key part of our mission and funding stream. As the NGO Management Intern, you are also an intern for the Hero School. Interns and volunteers are essential components for continuing endeavors crucial to the success of our school. **This position operates under the supervision of our Nonprofit Development Coordinator.**

### Responsibilities:

- Researching, generating the material for, and applying for grants from a variety of foundations and institutions.
- Investigating the most effective ways to increase exposure to target audiences – individual, group, and corporate volunteers/donors.
- Assessing the economic, social, and environmental impact of our work on the local community.
- Assisting in managing the internship program (on-site and remote interns).
- Generating quality media material for the internship program (e.g., photo and video projects).
- Assisting the Nonprofit Development Coordinator with financial data input and reports.
- Evaluating and enhancing Hero School curriculum.
- Collaborating with Board of Directors committees/projects.
- Work on construction site as needed.
- Participate in staff/event meetings when requested.
- Assist in fundraising events.

### Qualifications:

- Intermediate Spanish would be helpful in order to communicate with our teachers and builders and if wishing to conduct a community study.
- Must be able to walk up and down hills at high elevation (7,000 ft).
- Able and ready to engage in physical labor for 7 hours/day for 40% of the work week.
- A self-starter (comfortable working with little direct supervision).

- Good attitude, team player, motivation to help out and be flexible.
- Access to personal technology (laptop/tablet).
- Grant experience preferred.

### Educational Objectives:

- Gain real-world experience in data collection.
- Become familiar with analyzing data and drawing meaningful conclusions.
- Learn how to best communicate meaningful data to a wide-audience.
- Become well-versed in the methods and applications of green design and building.
- Understand why and how green design should be made accessible in low-resourced and climate stressed communities.
- Develop intercultural and interdisciplinary teamwork skills.
- Gain insights into opportunities, risks, and limitations for achieving quality education, economic justice, and environmental health in marginalized communities.
- Have opportunities to increase Spanish language proficiency.
- Understand the social and professional “do’s” and “don’ts” of living and working in a new culture.
- Proficiency in writing professional reports to address identified challenges and provide workable solutions.
- Develop skills and competencies that transfer to hypothetical future work situations.

### Location

San Juan Comalapa, Chimaltenango, Guatemala

### Housing

Long Way Home will arrange your housing in Comalapa. Housing costs do not include meals but in each accommodation, you will have access to a kitchen.

#### Options:

Volunteer House = US\$25/week (shared rooms)

Homestay = US\$25/week

Hotel = US\$50/week

\*Due to COVID - Volunteer House option is only available\*

### Academic Level

\*university students only and previous professional experience\*

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|--------------|--|
| • First Year | • Graduate and prospective graduate students |
| • Sophomore  | • Working on Master thesis                   |
| • Junior     | • Working on Doctoral thesis                 |
| • Senior     | • Post Doctoral Scholar                      |

### Approximate Hours Per Week

40 hours/week; 3 days internship work and 2 days in green building construction

### Compensation

Upon successful completion of the internship, the intern is offered:

- Free admission (food and transport excluded) to our 1 month long Green Building Academy in March/July. Lodging included unless the intern prefers to stay in a hotel or homestay - <https://www.lwhome.org/academy>.
- OR one month of free housing at our volunteer house
- Internship completion certificate
- 25% OFF LWH shirts

### Documents Required

- Cover Letter
- Resume
- Any samples of past writing work