

## Job Description for Constru Casa Internship, November 2010

**Position:** Public Relations Intern

**Summary:** Constru Casa is an established organization in Guatemala with an amazing potential for growth. We need an intelligent, strategic, and resourceful professional to help us manage and expand our public relations (PR). The PR Intern will work in three main areas: general communications, donor relations and fundraising, and volunteer coordination.

This is a challenging opportunity for a young professional to contribute strategically – and with considerable responsibility – to the growth of a highly professional development organization, while gaining first hand and on the ground experience in a developing country.

**Location:** The Constru Casa office is located in Antigua Guatemala; the position requires some one-day visits to construction sites and social organizations around Antigua and sometimes in more distant rural areas.

**About Constru Casa:** Constru Casa is a non-profit organization providing simple houses to poor families in Guatemala. Constru Casa's objective is to improve housing and living conditions in order to get families on the path to a better future and ultimately change their lives. Constru Casa always selects families in cooperation with local partner organizations, which offer services in health care, education, and community building. Constru Casa requires beneficiary families to participate in the construction of their house and to pay a monthly contribution towards the partial cost of their house. After the construction is finished, for four years Constru Casa accompanies the families in the areas related to housing, in order to ensure a sustainable impact in the family's development. For more information please visit: [www.construcasa.org](http://www.construcasa.org).

**Main tasks of the Public Relations Intern:**

*General communications:*

As a development NGO, Constru Casa needs to effectively communicate with a variety of stakeholders through different media both in Guatemala and abroad. Under the supervision of the management team, it is the task of the PR Intern to coordinate these communications and ensure that the content is appealing, accurate, up-to-date, and professional.

- Carry out promotional activities such as the organizing of local events, inaugurations, finding local partners, and maintain press relations.
- Prepare, promote and lead educational tours of Constru Casa for interested visitors, by giving them a presentation and taking them to visit construction sites and finished houses in the Antigua area.
- Assist in the preparation of our quarterly newsletter, and maintain social media and our website.

*Donor Relations and Fundraising:*

The PR Intern will work closely with the management team to maintain established and create new relations with donors, researching funding sources, presenting the relevant applications, and carrying out follow-up. Tasks will also include the maintaining of relations with individual and institutional donors, visiting beneficiary families, social organizations and other Constru Casa activities and draft written reports about them.

- Coordinate with Constru Casa management regarding strategy, policy and planning of fundraising activities.
- Investigate and identify possible grant sources from foundations, organizations, corporations, government funds and other sources.
- Contact possible sources to determine our eligibility for a grant (writing letters of interest).
- Conduct the full range of activities to prepare, draft and submit grant proposals, and conduct adequate follow up.
- Manage, update and maintain donor database.
- Visit social organizations and recipient families with the objective of informing our current and future donors about the situation of families or projects to which they donated.

*Volunteer Coordination:*

The PR Intern is the first contact for new, current and former volunteers and visitors of Constru Casa. The PR Intern promotes volunteering with Constru Casa and organizes all aspects pertaining to volunteer work, ensuring that volunteers have a great experience in Guatemala with Constru Casa.

- Promote volunteering with Constru Casa for individuals and groups.
- Communicate with prospective volunteers to provide them with information and motivate them to work with us.
- Assist volunteers in planning their trip and organize all aspects of their stay in Guatemala.
- Assist volunteers with fundraising activities before they come to Guatemala.
- Provide support to the volunteers to ensure that their time with Constru Casa is pleasant and enriching.
- Follow up with volunteers and visitors of Constru Casa to ensure that a good and productive relationship can be maintained.

**Position requirements:**

We are looking for a candidate who is an intelligent, strategic, and resourceful professional, with a bachelor's degree and some relevant work experience, wanting to gain international experience in public relations. We require:

- A minimum stay of 6 months.
- Excellent verbal and written communication in English, and fluent Spanish.
- Bachelor degree in public relations, communications, marketing, or a related field.
- Excellent coordination skills, ability to handle multiple tasks at the same time, and be a problem-solver.
- Be proactive, detail oriented, and a self-manager who can set his or her own priorities.
- Outstanding writing and communications skills, ability to tell a story, experience in marketing preferable.
- Strong research skills, with experience in basic fundraising techniques (grant writing experience preferred).
- Be sociable, enthusiastic, and a team player with the ability to communicate effectively, also across cultural boundaries and to fit into a largely Guatemalan team.
- Proficient in Microsoft Office Suite, ability to use databases and other web-based research software, experience with salesforce CRM is preferred.
- Interest and experience in development, and a passion and desire to help disadvantaged families in Guatemala.
- Positive attitude and sensitivity towards Constru Casa's mission and the housing problems in Guatemala.

**Compensation:**

Constru Casa offers a small stipend (GTQ 2,000/month) to cover a part of the living costs in Antigua. Also, costs for work travel expenses in Guatemala are covered. Longer term internships are preferred and may result in more responsibilities and a higher stipend.

**Contact:**

Please contact Stefan Ege by email: [stefan@construcasa.org](mailto:stefan@construcasa.org), sending us your CV and a motivation letter.