

CADRE: VOLUNTEER/INTERN GERMAN-ENGLISH SPEAKER IN COLOMBIA Semester 2020

1. VOLUNTEER/INTERN GERMAN-ENGLISH SPEAKER

Number of people requested: (One) 1

DURATION	Minimum of 4 months
WORK AREA	Departments on the Colombian Caribbean coast
WORK PLACE	Cartagena de Indias

PURPOSE OF THE INTERNSHIP:

To support the execution of the Foundation's projects.

VOLUNTEER/INTERN PROFILE:

- Student whose mother tongue is English or German and acceptable use of the Spanish language
- VI-X semester student in Political Science, Sociology, Economics, Humanities, Social Work and related majors.
- Knowledge of social research, human rights and public policies.
- Excellent capacity for written and oral expression in English or German.
- Teamwork is essential.
- Office procedures, such as (Word, Excel, Power Point, etc.)
- Knowledge of web page maintenance and design.

FUNCTIONS, RESPONSIBILITIES AND EXPECTED PRODUCTS

- Assume responsibility for the work commitments assigned during the internship period, in accordance with the instructions given by the Foundation.
- Work in coordination and under the advice of the Project Coordinator and the guidelines of the Executive Director of the Foundation.
- Go along with the project team to outside work areas to carry out activities with the different beneficiaries (Peasants, Victims of Conflict, Displaced Persons, Ex-combatants) of the Foundation's projects.

- Receive and abide by the Foundation's "Safety Guidelines" manual and respect all of the rules set forth therein for their own protection and the other members of the team.
- Support project coordinators and the director in the preparation and translation of reports and documents.
- Prepare monthly reports of activities and processes carried out.

INCENTIVES BY THE FOUNDATION

- ✚ Certification of the experience as a Volunteer / Intern of the Foundation in Colombia.
- ✚ The economic incentive will be defined after the selection of the Volunteer / Intern.