

## Foundation Bolivia Digna

**Internship position: communications assistant. Geplaatst 22 augustus 2017.**

Since its establishment in 2006 Bolivia Digna has been developing and working on programs aimed at promoting social development, violence prevention, and protection of children who are often victim of violence. Currently, the organisation works in two sites in the suburbs of Cochabamba, in communities where people are living well below the poverty line, and are often being marginalized by the rest of the society. Bolivia Digna strives to provide informal education and support to children aged 4 to 15, thus giving the children the motivation to encourage future changes in their own communities. We are currently looking for a trainee who is passionate and motivated about working with children and international communications. During this internship you will participate in the daily activities of Bolivia Digna, and will get invaluable field experience in working with children directly, which is necessary to understand our activities and communicate about them. This internship will give you a better understanding of the inner-workings of an NGO, develop your humanitarian skills and international communications knowledge.

### Tasks:

- Weekly and monthly planning of activities/lessons to be taught to children at both sites of Bolivia Digna project;
- Daily assistance to educators working at both sites. It includes take pictures to use for the communications material, think about introducing the children in our material, get content for the blog, etc.
- Participating in weekly team meetings;
- Developing and maintaining contact with foreign organisations/institutions in order to the visibility of Bolivia Digna and its mission and put in place partnerships;
- Be in charge of social media (Facebook, Twitter, Instagram);
- Be in charge of the newsletter;
- Creating a fundraising project for the activities and/or necessary materials.

### Requirements:

- Experience with NGOs, children education, international development, or communications;
- Basic level Spanish;
- Experience with WordPress preferred;
- Experience with InDesign preferred;
- Flexibility, organizational skills, openness;

### Terms and conditions:

- Unpaid internship from 2 to 6 months
- Work hours: 30 hours per week, Monday to Friday.
- Visa not necessary for stays < 3 months. For more than three months, we can assist you in the proceedings.

Apply at [info@boliviadigna.org](mailto:info@boliviadigna.org)