



Kiva Story Collector and Field Blogger

3-6 Months – Panajachel, Guatemala

Unpaid internship

Friendship Bridge is an international non-profit, non-governmental organization that empowers impoverished Guatemalan women to create a better future for themselves, their children, and their communities through microfinance and education.

Position Summary:

Friendship Bridge is proud to offer an ongoing internship in Guatemala, to support activities related to our Kiva partnership and other funder-related reporting projects. Our main office in Guatemala is located in Panajachel, Sololá, which is in the southwest area of the country. This is an ideal opportunity for individuals interested in learning more about international development, culture, microfinance and fundraising.

Friendship Bridge seeks interns interested in developing an internship position that will be replicable for future interns. During your time with Friendship Bridge, you will be responsible for interviewing trust banks for initial loan postings on Kiva's site. You will also be conducting follow-up interviews for clients that already have profiles posted on Kiva's website. You will need to write engaging journal entries and trust bank profiles (in English). Additionally, you need to take photos that creatively portray the essence of the trust bank or individual entrepreneur. You would work predominately with the fundraising teams in the US and in Guatemala as well as the field staff. Field activities related to Kiva would be out of our Chimaltenango, Sololá and Xela branch offices. You must be committed to working in Guatemala for a minimum of 3 months. Intense and independent field travel would be required. Spanish fluency is a must.

Specific duties include:

- Interfacing with branch staff to identify Kiva eligible groups
- Schedule field visits directly with field staff
- Interview and photograph clients
- Draft client stories and upload information to Kiva website
- Identify renewing Trust Banks; conducting follow-up interviews with clients; and post blog entries to Kiva website
- Provide up to date reporting on Kiva groups and processes for internal reporting
- Supporting other investor reporting projects
- Support Program & Projects Manager on other program-related projects as time allows

Desired Skills and Experience:

- Need to be able to travel independently, ideally with previous travel experience in Mexico/ Central America
- Need to be culturally sensitive and aware of issues related to poverty and gender
- Need to be able to write in a clear and engaging manner
- Need to be able to take basic photos
- Need to be comfortable using basic technology (Microsoft word, excel, picture manager)
- Need to be timely, organized and detail orientated
- Experience conducting interviews a plus
- Strong interpersonal skills

To apply, send a cover letter and resume to volunteer@friendshipbridge.org.