

Sisma Mujer

Company Description	
<p>Intern Colombia has partnered with an NGO who was founded in 1998 and has contributed to the consolidation of women's rights in Colombia, working with women victims of gender violence and discrimination, both domestic and in the armed conflict. Our partner focuses on human rights and law to strengthen the social processes for the individual and collective empowerment of women. Their mission is to build a Colombia without violence against women and girls. They have helped more than 25,000 women, girls and young victims of violence all across Colombia. Among them are women from rural areas, afro-Colombians, indigenous, social activists, refugees, politicians, exiles and migrants and human rights defenders.</p> <p>During the last 20 years, our partner has managed to impact legislation, public policies, and has provided recommendations to international organizations to help eliminate all types of violence against women and girls.</p>	
Address	Carrera 13 No. 33 - 74, Of. 304
City	Bogotá, Colombia
Website	https://www.sismamujer.org/
Intern Profile	
Field of Interest	Languages minimum requirements
<ul style="list-style-type: none"> • Communications • Human Rights • Law • Politics • Translation / Languages 	<ul style="list-style-type: none"> • Spanish (Intermediate) • English (Advanced)
Profile Description	
<p>General Skills & Knowledge</p> <ul style="list-style-type: none"> - The ideal intern will have a passion for Women's Rights, Social Justice, Law and/or Human Rights - Proactive and diligent in their work - Adaptable and flexible - Resourceful and self-sufficient - Pay careful attention to detail - Cultural emotional intelligence - Communicative within a team/works well in a diverse team - Responsible and honest with team members - Willingness and attitude to learn new things and contribute their knowledge <p>Specific Skills & Knowledge</p> <ul style="list-style-type: none"> - The intern must have at least an intermediate level of Spanish - It is desirable that the intern is studying a degree related to Law 	
Description of Work	
<p>Intern position 01: International Cooperation & Fund-raising</p> <p>The Intern will support the main office team. This will involve activities including, but not limited to:</p> <ul style="list-style-type: none"> - Assistance in applying for international grants and funding - Assisting workshops with women victims of domestic violence and/or victims of the armed conflict - Refinement and implementation of long-term sustainable funding strategy - Applying to international grants and funding - Supporting day-to-day tasks of the NGO administrative team - Assisting in the organization of events, and attending events 	

Intern position 02: Internationalization Assistant

The Intern will support the communications team. This will involve activities including, but not limited to:

- Assistance in the translation of legal documents and legal cases from Spanish to English
- Assistance in the translation of the website
- Reviewing and updating Sisma Mujer's web page
- Drafting features and other texts for Sisma Mujer's website
- Global and regional news monitoring concerning Women's rights
- Assisting the team in visits to the Ministry of Justice and court hearings
- Supporting in day-to-day tasks of the NGO's communications team
- Assisting in the organization of events, and attending events

These tasks will be assigned as needed and to match the intern's interests and background.

Office Environment and Team Information

A large organization with a team of 25 (all women). The team is split into three different sections; Funding & Communications, Law, and Mobility (workshops, events, statistical reports, consultations, etc.). Office located one block from Intern Colombia HQ.