Fundación Manuel Mejía

Company Description
Intern Colombia is working in partnership with a non-profit organization that promotes the development of rural communities through educational processes, involving different actors through various pedagogical tools and modalities. Our partner has been operating in Colombia for more than 60 years, helping over 700,000 Colombian coffee growers and rural communities in 23 Departments of Colombia. Their mission is to create a Colombia without inequalities. In recent years, they have strengthened their work with rural women promoting gender equality, generating tools that allow them to empower themselves as fundamental pillars of rural development.

Address
Calle 73 No. 8-13, Torre A, Piso 4
City
Bogota
Website
https://www.fmm.edu.co/home.html

Educational Model
Their projects generate an impact with various types of populations across Colombia:

In-Person
In order to facilitate access to the beneficiary population, the face-to-face programs are carried out through two strategies:

- Training located (in situ) The teachers and tutors of the Manuel Mejía Foundation hold group meetings in different municipalities and departments of Colombia. It has had a presence in the 32 departments of Colombia.
- In the Educational Centers of Chinchiná, Caldas and Pueblo Bello, Cesar where it carries out training programs of a short, medium and long duration: Workshops, Educational Tours, Short Courses and Technical Labor Programs.

Virtual
They have been conducting virtual educational programs for the rural population for more than 17 years through our Virtual Classroom, using the following strategies:

- Combined (B-Learning): Virtual courses with face-to-face meetings, virtual accompaniment and follow-up.
- Online (E-Learning): 100% virtual courses, accompanied by tutors or self-learning courses.
- On mobile devices (M-Learning): Virtual courses designed prioritizing the use of mobile devices and relevant to rural Colombia

Printed Educational Materials
This modality is supported by printed material that is delivered to the participants of their educational programs and projects:

- They design and develop educational material contextualized to the environment and the needs of the beneficiary population.
- The Foundation prepares and distributes the printed material (booklets) to the participants.
- Individual and group counselling, and promotion of individual study.
- Face-to-face meetings with a defined periodicity for each program.

Intern Profile

<table>
<thead>
<tr>
<th>Key Academic areas</th>
<th>Languages minimum requirements</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>Spanish (Lower-Intermediate)</td>
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<tr>
<td>Communications</td>
<td>English</td>
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<td>Education</td>
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<td>Human Rights</td>
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<td>International Relations</td>
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### Profile Description

**General Skills & Knowledge:**
- Profiles with experience or interest in Education and/or Sustainable Development will be positively received
- 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
- Makes well-informed and responsible decisions
- Willingness and attitude to learn new things and contribute their knowledge
- Ability to manage groups

### Description of Work

**Intern position(s)**

**Intern position 01: International Cooperation & Fundraising**
The Intern will support the main administration team. This will involve activities including, but not limited to:
- Assistance in applying for international grants and funding
- Attending team meetings
- 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: Education Researcher**
The Intern will review and assess educational materials used by the organisation in their workshops with children and teenagers in vulnerable communities. This will involve activities including, but not limited to:
- Review impact & results of current education model
- Investigate new teaching techniques
- Liaise & communicate with other international organizations working in similar fields
- Attend team meetings
- Support day-to-day tasks of the NGO administrative team
- Assist in the organization of virtual events, and attending virtual events

**Intern position 03: Communications & Audio-visual Intern**
The Intern will support the Administration team. This will involve activities including, but not limited to:
- Manage the YouTube channel and its sub-channels
- Design, prepare and execute the introduction, institutional image and end of the videos for YouTube
- Make (design and execute) the presentation video of the Foundation activities
- Work with relevant team to undertake an assigned project for the duration of internship program
- Carry out the design and communication pieces for all invitations to Foundation events
- Manage social media channels
- Produce content for social media channels
These tasks will be assigned as needed and to match the intern’s interests and background.

Please note: interns will also have the opportunity to contribute any additional time, knowledge and/or experience to develop educational research projects, strengthen and promote the organization internationally (including international cooperation & funding), provide logistical support, produce & publish content in English, or propose and implement any initiative related to education.

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<th>Office Environment/Team Information</th>
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<td>Team of 15 based in Bogotá administrative office where day-to-day running of organisation is carried out. Education centers based in other parts of the country, possibility to travel depending on pandemic situation.</td>
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