**Guatemala Program Support Intern**

**Spring 2018**

**Curamericas Global**

**Start Date:** January 2018

**Hours:** 10+ hours per week

**Location:** Raleigh, NC

**Supervised by:** Ira Stollak (Program Manager of Latin America)

**Compensation**: Unpaid

**Purpose of Position:** Under the supervision of the Curamericas Global staff, the Guatemala Program Support Intern will provide program management and technical support to the Curamericas Global Project Manager for Latin America and the projects in Guatemala. S/he will directly provide support in program implementation, monitoring and reporting, new program development, addressing capacity building needs for project staff, supporting in operational and formative research efforts and other day-to-day administrative functions.

**Summary of potential responsibilities:**

* Assist Guatemala Program Manager and in-country staff in developing, maintaining and monitoring annual work plans and budgets, as well as associated deliverables
* Prepare, coordinate reviews, and disseminate project related reports and documents
* Assist with literature reviews, article creation and submission
* Assist with preparation and reporting for Knowledge, Practice, and Coverage (KPC) in Spring 2018 as needed
* Review and update monthly project financial information/reports while ensuring quality
* Translation and analysis of focus group discussions, key informant interviews and questionnaires as needed
* Submission of weekly work plan updates
* Submission of monthly time sheet
* Undertake other related tasks as requested by supervisor

**Selection Criteria:**

* Currently enrolled master's or other post-bachelor's degree candidate in public health, international health, social sciences or a related degree; or, completion of such
* High Spanish proficiency
* Excellent interpersonal skills and the ability to work effectively on teams
* High degree of professionalism, along with excellent verbal and written skills.
* Highly organized, detail consciousness and follow up required.
* Proficiency in Microsoft Office to include Word, Excel, Outlook and PowerPoint.

**Application Instructions:** Please send completed application, resume, writing sample, and

Cover letter to bmuffoletto@curamericas.org, or mail application and materials to:

Curamericas Global, 318 W. Millbrook, Suite 105, Raleigh, NC 27609