

Collegiate & Professional Internship Guide - 2018

ViviendasLeón (VL) is a non-profit development organization whose mission is to eliminate rural poverty by building self sufficient communities. Our community projects and programs range from agroforestry, to small business creation, to computer training, and youth development.

The internship program is designed to give academic and professional practical training to students in the United States that are interested in gaining field experience in Central America. Each intern will have a detailed description of their duties and objectives and will report weekly to the program lead staff. Interns will be accommodated in home stays in pairs and have orientation included in the first week of their internship in the Leon office. Interns must be College/Graduate students or professionals to apply to this internship. We have a separate internship program for High School students that runs for two weeks in June. U.S. interns will be paired up with Nicaraguan interns in Leon to work together on specific projects. Interns will provide final presentations to staff about the outcomes of their internship.

Each week interns will spend two days in the Goyena community, three days in Leon and every Friday spent in training, and weekends free to experience local excursions around the country. Pre-trip objectives include providing interns with fundraising tools and VL project background information. Students applying for the internship for VL will need to have some Spanish language experience prior to starting their internship. Spanish language classes in Nicaragua can be scheduled as well.

Cost: \$900 per week includes home stay lodging, in-country transportation/airport transportation, breakfast and dinner, local cell phones, on-site coordinator available 24/7, Spanish language classes, cultural tours, dance and crafting lessons, seed grants for community projects, stipend for materials/supplies, and training lectures/activities. This cost excludes international airfare, which typically comes out to \$700 round trip, passport and/or visa fees, weekend travel expenses, and any accrued medical expenses. ViviendasLeón has a limited number of scholarships available to selected interns.

Duration: 2 weeks starting from July 22 - August 4, 2018. The internship orientation in Leon, Nicaragua begins on July 22, 2018. (If you cannot make this orientation date please make a note of this in your application and include your expected start date). If you would like to extend your duration, please mention that in your application.

How to apply: Please send your resume and cover letter explaining why you want to intern for ViviendasLeón, what dates and duration you are interested in interning, and your top two intern position choices. All application materials are due May 1, 2018.

Please send application materials to martin@viviendasleon.org or contact us if you have any questions. Upon acceptance to the program, applicants must submit a \$200 nonrefundable deposit with a health form filled out and photo. Deposits are applied to the total internship cost, the remaining balance is due two weeks prior to departure.

After receiving your application we will review and notify you if you have been accepted. If you are accepted, we will send you a placement confirmation letter and additional information regarding your internship position, and pre-trip information.

Intern Position Specific Descriptions

Public Health Intern

Main Responsibilities:

- Collaborate with Dr. Ramirez in the Sutiaba Health Clinic, part of the Ministry of Public Health (MINSA)
- Develop public health workshops, education awareness campaigns and health data collection
- Research other projects in rural communities that can be developed into an overall public health strategy
- Research causes of these various health challenges, and to develop and implement public health solutions

Necessary Skills/Experience:

Demonstrate interest in research, public health, and/or community development. Excellent oral and written communication skills. Spanish language skills preferred. Interested in the mission and goals of ViviendasLeón.

Grant Writing & Research Intern

Main Responsibilities:

- Conduct grant research and draft grant proposals.
- In cooperation with the Leon Director: review, refine, and further develop VL's grant strategy with an emphasis on innovative approaches to soliciting funding.
- Communicate and coordinate with relevant VL staff in both the preparation and finalization of all grant proposals.
- Track submitted grant proposals from inception to completion.
- Identify potential private or other non-traditional funding sources, and with the Office Director, develop a strategy for contact.

Necessary Skills/Experience:

Demonstrate interest in research, fundraising, human rights, and/or community development. Excellent oral and written communication skills. Spanish language skills preferred. Interested in the mission and goals of ViviendasLeón.

Marketing, Outreach, and Public Relations Intern

Main Responsibilities:

- Conduct market research on local and international competitors.
- Identify organizations in Leon/Nicaragua that have partnership potential and compliment VL's programs.
- Create marketing materials targeted for Leon tourists to participate in VL's community trips and delegations.
- Reach out to other media and advertising channels in Leon.

Necessary Skills/Experience:

Demonstrate interest in research, marketing, human rights, and/or community development. Excellent oral and written communication skills. Spanish language skills preferred. Interested in the mission and goals of ViviendasLeón.

Social Media and Photography Intern

Main Responsibilities:

- Create high quality photos and videos of ViviendasLeón program, projects, and trips.
- Create social media plan to increase VL's following by 100%, identify new social mediums to expand VL's community reach in the U.S. and in Nicaragua.
- Create a weekly blog about VL's projects, programs, and community partners.

Necessary Skills/Experience:

Demonstrate interest in photography, social media, video editing, and blog writing for human rights, and/or community development. Excellent oral and written communication skills. Photography, film editing, and social media experience preferred. Interested in the mission and goals of ViviendasLeón.

Agroforestry and Environmental Awareness Intern

Main Responsibilities:

- Conduct survey research in the Goyena community on agroforestry developments.
- Identify organizations in Leon/Nicaragua that have partnership potential and compliment VL's Agroforestry and Environmental programs.
- Work directly with VL's Agroforestry Program Director in the field and with other partner organizations like Trees for the Future on program improvements, reporting, and expansion.

Necessary Skills/Experience:

Demonstrate interest in research, agroforestry, environment, human rights, and/or community development. Excellent oral and written communication skills, Spanish language skills required. Interest in the mission and goals of ViviendasLeón.

Education Intern

Main Responsibilities:

- Create a curriculum and run a short English language course for students in High School and College, up to 15 participants.
- Create a curriculum and conduct daily English classes with VL staff, up to 6 participants.
- Identify organizations in Leon/Nicaragua that have partnership potential and compliment VL's Education programs.
- Compile education and English language resources for VL staff and participating schools.
- Tutor individual students daily in various K-12 school subjects in the various Goyena schools.

Necessary Skills/Experience:

Demonstrate interest in education, teaching, youth development, languages, human rights, and/or community development. Excellent oral and written communication skills, Spanish language skills required. Interest in the mission and goals of ViviendasLeón.

Youth and Sports Intern

Main Responsibilities:

- Identify and research organizations in Leon/Nicaragua that have partnership potential and compliment VL's Youth and Sports programs.
- Work directly with VL's youth and sports coordinator in Goyena.
- Create a survey and report on the successes, challenges, and participant feedback on VL's youth soccer league. Identify sports equipment and uniform needs for schools in Goyena.
- Conduct after school sports training sessions daily with various K-12 schools in Goyena.
- Work with VL's program director on planning the Annual Soccer Camp and assisting in running the camp

Necessary Skills/Experience:

Demonstrate interest in sports, teaching, youth development, physical education, human rights, and/or community development. Experience in coaching or being a sports counselor with children in grades K-12 is desired. Spanish language skills desired.

Graduate Student Thesis Intern

Main Responsibilities:

- Work independently with some support from VL staff on various research topics for graduate thesis work.
- Identify organizations in Leon/Nicaragua that have partnership potential and compliment VL's community development programs.
- Conduct community surveys on VL's impact and reports on VL's progress and growth opportunities.

Necessary Skills/Experience:

Demonstrate interest in research, non-profit organizations, human rights, and/or community development. Excellent oral and written communication skills and Spanish language skills required. Interest in the mission and goals of ViviendasLeón.

Computer Training Intern

Main Responsibilities:

- Create a curriculum and run a condensed computer literacy course for youth and adults in the Goyena computer lab daily. Topics should cover basic computer skills, typing, Microsoft Word, Excel, Powerpoint. Additional advanced topics could include: Photoshop, and Illustrator.
- Identify organizations in Leon/Nicaragua that have partnership potential and compliment VL's Computer Literacy program.
- Compile computer literacy and training resources for VL staff and participants.

Necessary Skills/Experience:

Demonstrate interest in education, teaching, computer technology, youth development, human rights, and/or community development. Excellent oral and written communication skills and Spanish language skills required. Interest in the mission and goals of ViviendasLeón.

Music, Art, Dance Intern

Main Responsibilities:

- Create a curriculum and run either a music, art, or dance workshop series for youth and adults in the Goyena Madre Tierra Arts Center. Topics should cover basic skills and have a final performance or exhibit for participants to work towards and display to the community at the end of the workshop series.
- Identify organizations in Leon/Nicaragua that have partnership potential and compliment VL's Art program.
- Compile Music, Art, and Dance training resources for VL staff and participants.

Necessary Skills/Experience:

Demonstrate interest in education, teaching, music, art, dance, youth development, human rights, and/or community development. Must have experience and high level skill sets in either area of the arts listed. Excellent oral and written communication skills and Spanish language skills required. Interest in the mission and goals of ViviendasLeón are required.

Student Application

Please complete the form below and return to your trip administrator.

Student Name: _____

Address _____

Phone number: _____

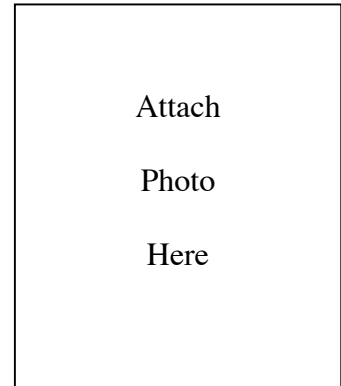
School: _____

Parent name: _____

Parent email: _____

2nd Parent name: _____

Parent email: _____



1. Name and contact information of a contact person in case of emergency:

Name: _____

Address: _____

Email Address: _____

Home phone: _____

Work phone: _____

Relationship: _____

2. Name of health care provider or emergency service you and your family use:

NAME: _____

ADDRESS: _____

PHONE: _____

HEALTH INSURANCE POLICY #: _____

ARE YOU CURRENTLY TAKING ANY MEDICATIONS?

YES NO

IF YES, LIST THEM: _____

DO YOU HAVE ANY ALLERGIES ESPECIALLY TO MEDICATIONS, FOOD OR INSECTS?

YES NO

IF YES, LIST THEM: _____

IN THE LAST YEAR, HAVE YOU BEEN TREATED FOR A MEDICAL PROBLEM?

YES NO

IF YES, PLEASE INDICATE PROBLEM: _____

IS THERE ANY OTHER MEDICAL INFORMATION THAT WE SHOULD KNOW ABOUT?

YES NO

PLEASE EXPLAIN: _____

All applicants must hold a valid U.S. passport with more than 6 months remaining prior to departure.

___ Check here to receive vegetarian meals throughout your stay in Nicaragua.

WAIVER AND RELEASE AGREEMENT

Participant's Name: _____

VIVENDASLEÓN ("VivendasLeón") strives to create and provide individuals and families in the United States with a safe environment to learn more about the world they live in and put their desire to help others into practice by organizing volunteers to travel to Nicaragua for the purpose of constructing buildings, such as schools and housing, in low-income communities (the "Program"). Even though VivendasLeón is determined to do everything within its control to ensure the safety and well-being of the participants, the participant in the Program identified above (the "Participant", "I", "me", "my", "myself") acknowledges and agrees that there are inherent risks in traveling to foreign countries and hereby agrees to the following:

1. Assumption of Risk. I understand that there are risks inherent to participating in the Program. I do hereby, for myself, my heirs, guardians, spouse, executors, administrators, personal representatives and assigns, accept and assume any and all risks of personal injury, death, property or economic damage, or other loss in connection with or arising out of or resulting from my participation in the Program, and any activities related to the Program, such as travel to and around the country, territory or location where the Program is conducted.

2. Release of Liability. In consideration of being permitted to participate in the Program, I, for myself, my heirs, guardians, spouse, executors, administrators, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue VivendasLeón, its officers, employees, and agents for any and all demands, causes of action, losses, costs, expenses and all liabilities and/or claims of any kind for any personal injury, death, property or economic damage, or other loss that I may suffer in connection with or arising out of or resulting from my participation in the Program, and any activities related to the Program, whether arising from VivendasLeón's negligence.

I hereby waive all rights under California Civil Code Section 1542 and any comparable provision under the law of any other jurisdiction with respect to the matters released. California Civil Section 1542 reads as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

Without limiting the generality of the foregoing, I understand that I may be in a remote location, that health and medical facilities may be minimal or absent in the areas where the Program will be conducted, and that in the event of any illness or emergency, it may not be possible for me to receive treatment or be evacuated quickly to a location where appropriate treatment is available. I further understand that the health or medical treatment available may not be of the same type or standard that I would expect in the United States. I expressly acknowledge that injuries received may be compounded or increased by negligent rescue operations or procedures. I agree to assume all financial responsibility for any medical, rescue or other expenses that I may incur.

3. Disclaimer of Warranties. I understand that VivendasLeón makes no representations or warranties, express or implied, as to the quality or safety of the Program, nor do I rely on any such representation or warranty in participating in the Program.

4. Indemnification and Hold Harmless. I agree to indemnify and hold harmless VivendasLeón from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorneys' fees, in connection with or

arising out of or resulting from my participation in the Program, and any activities related to the Program, and to reimburse VivendasLeón for any expenses incurred by VivendasLeón as a result thereof.

Without limiting the generality of the foregoing, I agree to hold VivendasLeón harmless for, and VivendasLeón hereby disclaims, any liability for any personal injury, death, property or economic damage, or other loss caused to me in connection with any acts of God, terrorist activities, wars, social or labor unrest, mechanical or construction failures or difficulties, diseases, local laws, theft, pilferage, climatic conditions, or any other similar acts, incidents, or abnormal conditions or developments occurring the country, territory or location where the Program is conducted.

5. Photographic Release. I hereby acknowledge and agree that VivendasLeón owns all right, title and interest in and to any and all photographic images, video, digital, audio and other recordings of myself made by VivendasLeón during the Program. Without limiting the generality of the foregoing, VivendasLeón shall have the right to copy, edit, modify, adapt, distribute, display, perform and publish any or all of such images and recordings, and may use them in any media without attribution or compensation to me or any other person or entity.

6. Severability. I further expressly agree that the foregoing waiver is intended to be as broad and inclusive as is permitted by the law of the state of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

7. Entire Agreement. This Waiver and Release Agreement (this "Agreement") contains the entire understanding of the parties with respect to the subject matter hereof. All express or implied representations, agreements and understandings with respect to the subject matter hereof, either oral or written, heretofore made are expressly superseded by this Agreement. This Agreement may be amended only by a written instrument duly executed by me and VivendasLeón.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of California, USA, without regard to the conflicts of law principles thereof. I hereby submit to the non-exclusive jurisdiction of, and venue in, the state and federal courts located in San Francisco, California, USA.

9. Force Majeure: the School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen.

I understand that by signing this Agreement, I am giving up substantial rights, including my right to sue. I acknowledge that I am signing this Agreement freely and voluntarily, and I knowingly assume all risks relating to my participation in the Program.

I have read this Agreement, fully understand its terms, and intend by my signature to effectuate a complete and unconditional release of liability to the greatest extent allowed by law.

[If signing on behalf of a minor]: I am the parent/guardian of the minor _____ and am signing this Agreement on her/his behalf.

Name of Participant

Signature of Participant

Date

VivendasLeón Representative

Signature of VivendasLeón Representative

Date