



3rd March 2024

NGO Management Internship:

Daily Tasks

Daily activities will vary depending on our current projects, but volunteer interns will be able to get involved in a variety of tasks and development initiatives including, but not limited to:

- **Educational projects**

This project involves in supervising and teaching English or German language to a local community. Interns will supervise other volunteers in creating exams for each level. Interns will also supervise our Kids Explorer program (boy & girl scout) with the organization of environmental education activities including reforestation and excursions to the Amazon Rainforest.

- **Finances**

An important aspect of managing a non-profit organization is finance. As an NGO management volunteer intern, you will be supporting accounting processes, working with spreadsheets and financial performance metrics and reports.

- **Social Media/Website**

As a rapidly growing organization, we are always expanding current projects and creating new ones whilst running community events. There's a lot going on at Semillas Life every week and we need help documenting it all! You will be supporting by taking photos and making videos of all the ongoing activities as content for our social media platforms and website.

- **Project monitoring, data analysis and evaluation**

Many of our ongoing projects require monitoring and evaluation of the project's progress for current and future sponsors. NGO management interns can get involved in designing and

carrying out surveys in the local community and teaching place, analyzing data and report writing.

- **General project maintenance**

NGO management volunteer interns are also needed to support other volunteer interns and staff in the maintenance of our reforestation sites, permaculture garden, dry toilet units and more. This gives you a great opportunity to learn about and apply their knowledge and skills in a variety of aspects of sustainable development.

Benefits of joining this program

We are looking for people passionate about sustainable development to support us in the day-to-day management of the organization. The benefits of taking part in this volunteer internship are:

- Enhance your CV and gain professional hands-on experience managing sustainable and educational projects in an international development NGO, having a real and positive impact on vulnerable communities.
- Work alongside and learn from experienced & passionate professionals from a range of disciplines.
- Improve your Spanish language skills with our 4 hours per week Spanish lessons.
- Learn about the Amazonian customs and traditions of indigenous and Austria-German communities.
- Live and work in a village located in the Peruvian Amazon. Enjoy the warm tropical weather and the beautiful nature of the Amazon Rainforest with our jungle trips including camping.

Requirements

This volunteer internship is open to all disciplines. It's ideal for those interested in international and sustainable development. Undergraduates, postgraduates, PhDs and/or professionals are all welcome. However, we do ask for:

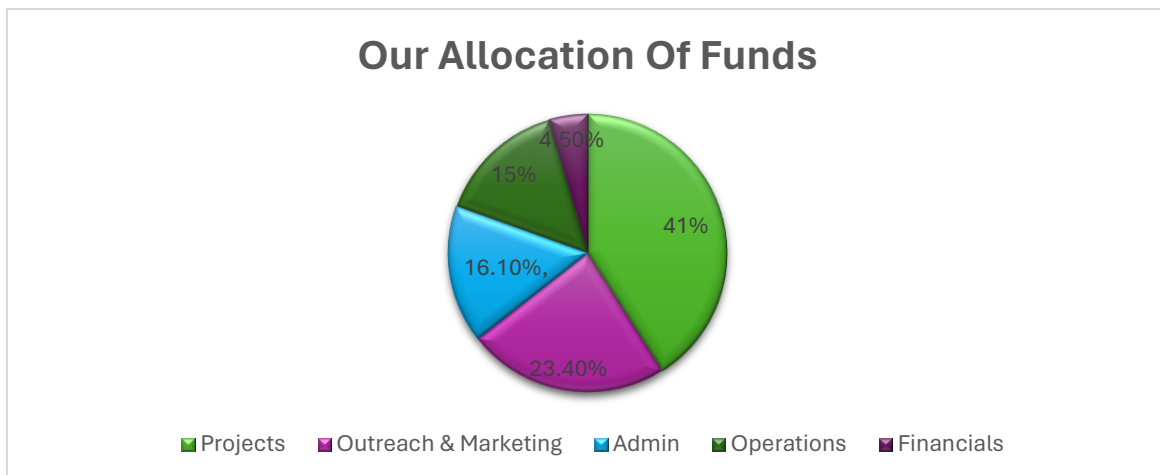
- Minimum age 18
- Basic experience or strong motivation to work as part of a team away from home. The most important thing is that you have an open mind, positive attitude, and willingness to learn!

FINANCIAL CONTRIBUTION:

Semillas Life is a non-profit organization and as such we do not distribute any surplus income as profit or dividends. Nonetheless, just as a for-profit organization, we have costs for our operations which we need to cover in order to be able to exist.

By being a non-profit, we can keep costs down and make our placements more accessible than other programs. We aim to keep our operational costs as low as possible by working efficiently, ensuring that we can make a real and positive impact in the present and are able to keep the organization moving forward into the future. One of our main sources of regular income are the financial contributions from our volunteer/interns for their placements, without these we would not be able to pay our staff or sustain our organization. Your financial contribution also directly funds our projects, so you are having a positive impact just by signing up. **The minimum stay is 2 weeks.**

Our Operating Costs Break Down	
Project Costs (Materials, Equipment, Logistics, Project Staff)	41.00%
Administrative Costs (Legal, Accounting, Utilities, Admin Staff)	16.10%
Operations (HR, Logistics, Operations Staff)	15.00%
Outreach & Marketing (Partnerships, Promotions, Digital Systems, Ambassadors Program)	23.40%
Financial Costs (Local Banking Fees, Financial Services)	4.50%
TOTAL: 100%	



Financial contributions for the program will depend on period of stay with us. The longer you stay with us, the lower the weekly contribution becomes. The table below shows contributions required in relation to the participants' time with us.

Your financial contribution includes/covers the following:

-Transportation from/to the airport of Pucallpa or bus station. This ride from Pucallpa to Codo Del Pozuzo, Puerto Inca takes 5 hours approximately.

-Accommodation: Volunteers/interns stay in one of our shared huts (cabins). Toilette and shower are in our backyard. We will provide photos of the accommodation if required. Also, a kitchen and gas are provided where volunteers/interns can prepare their own food in the evenings and weekends. Depending on availability, a bedroom can be shared by two volunteers/interns or bedrooms can also be private for one volunteer/intern. We provide a bed, mattress, bedsheets, blanket, pillow, and mosquito net. We also provide hammocks for relaxing time as well as tents for camping trips. Wi Fi is also provided 24/7 in all our huts (cabins).

-Pre-departure logistics organization and guidance.

-Food (breakfast & lunch) from Monday to Friday. Vegetarian food is also provided.

-Contribution to the community.

-Spanish lessons 4 hours per week.

-Week Of Adventure Package: (5 trips to different spots in the rainforest including camping trip). **A minimum of 3 weeks' stay** is required to get the Week of Adventure Package.

-Artisanal Chocolate Making Workshop: Volunteers/interns will participate in our artisanal making chocolate workshop.

-Fruit picking: Volunteers/interns will participate in fruit picking activities with Semillas Life Crew.

-Tents for camping

-Transportation fees during the Week of Adventure package are included.

-Facilitation of local contacts, including community leaders and inhabitants, organizations, local government, universities, businesses, and institutions.

-Constant local community engagement.

-Certificate: By the end of the program, volunteers/interns get a certificate of participation at Semillas Life NGO.

2 Weeks	US\$739
3 Weeks	US\$929
4 Weeks	US\$1099
5 Weeks	US\$1249
6 Weeks	US\$1399
7 Weeks	US\$1549
8 Weeks	US\$1699
9 Weeks	US\$1849
10 Weeks	US\$1999
11 Weeks	US\$2149
12 Weeks	US\$2299

After 12 weeks this internship is free. However, volunteers/interns will need to cover their food expenses and Spanish lessons expenses if they want to continue.

We do not have an application fee. Volunteers/interns' financial contribution will be paid when they arrive at Codo Del Pozuzo, Puerto Inca. Volunteers/interns can pay the financial contribution in cash or with credit/debit card. If volunteers/interns pay with credit or with debit card, they need to add 5% to the regular price.

EXCLUSIONS:

- Airfares or bus fares
- Travel insurance
- Recreational activities beside of the Week of Adventure Package
- Laundry (volunteers/interns can wash their cloths by hand at the backyard of our hut/cabin)
- Daily transportation
- Extra food
- Personal needs

FREE TIME ACTIVITIES AND CULTURAL EXCHANGE BENEFITS:

-We offer to volunteers/interns up to 4 hours per week of Spanish lessons until the 12th week of participation in this internship program. Our Spanish language teacher is committed to helping volunteers/interns improve their grammar, vocabulary and speaking skills in a real life-environment. Volunteers/interns have the option to require more hours of Spanish lessons for an extra fee (US\$10.00 dollars per extra hour).

-Volunteers/interns will be welcomed into the community where they can witness and take part in the region's customs and traditions, where people live happily despite their limitations and lack of modern-world facilities. Volunteers/interns can develop new friendships and learn how to interact with people from another culture, whilst learning how to adapt to a new environment and different way of living. Our vision is to build relationships, promoting a mutual understanding of respect and values.

-We are happy to organize trips to local attractions and, of course, into the rainforest, where we can introduce our volunteers/interns to the incredible Amazonian local flora and fauna. If volunteers/interns like to cook, they will have the opportunity to learn how to cook some of the amazing Peruvian dishes with the help of our project chef! **Buen Provecho! Minimum 2 weeks stay.**

WEEK OF ADVENTURE PACKAGE: Minimum 3 weeks stay.

In return we will offer volunteers/interns an amazing perspective into Amazonian living and its beautiful nature. We will take volunteers/interns during 5 different days to 5 trips around the jungle including a camping trip.

-Swimming in river, stream, and waterfall (Included in package)

-Camping trip in the jungle (Included in package)

-Visiting local plantation (Included in package)

-Trekking (Included in package)

-Hiking (Included in package)

-Bird watching (Included in package)

-Making artisanal chocolate (Included in package)

-Bonfire (Included in package)

-Fishing (Included in package)

- Exploring the jungle (Included in package)
- Fruit picking (Included in package)
- Visiting Austrian German Community (Included in package)

Volunteers/interns can also do different activities on their own such as:

- Visiting Boiling River (Not included in package)
- (Not included in package)
- Ayahuasca Ceremony (Not included in package)
- Visiting Indigenous Community (Not included in package)
- Boating trips (Not included in package)
- Running
- Playing football soccer with locals
- Playing volleyball with locals

HOW TO APPLY:

- Please send us a copy of your CV to our email: info@semillaslife.org
- Write on the email title: (NGO Management)
- The minimum stay is 2 weeks**

Information about Semillas Life:

Who we are:

We are an NGO working for the economic and social development of different communities in the Peruvian Amazon. We focus on education, health, environment, ecotourism, and cultural exchange.

What do we do? – Mission & Vision

Approximately 75% of the population in the province of Puerto Inca lives without access to basic needs such as running water, sewage, and paved roads. However, the province of Puerto Inca has the potential to be a touristic province. We believe that creating an infrastructure for sustainable tourism can help to develop these communities. For this reason, we started this project in June 2018, putting a lot of our hearts and energy into it. We believe that working together with these communities in developing different skills for its people and creating new job opportunities, not only will help to reduce poverty but to reduce activities that are damaging the environment such as, logging and gold mining with strong contaminating chemicals. We want to give opportunities to the community to change and care for their environment by having other ways to earn money instead of destroying the Amazon rainforest. Protecting the Amazon should be a global commitment because of its incalculable biological and ecological value.

Where do we work?

We are working in different districts of the Province of Puerto Inca, Huanuco, Peru.

Puerto Inca is the largest of eleven provinces of the Huánuco Region. It is a Province as well as a district. It is in the central Amazon of Peru at an altitude of 330 meters above sea level. It is one of the most biodiverse places in the world. This province is also home of different indigenous communities such as, Ashaninka, Yanesha, Shipibo and Kakataibo. An Austrian-German Community can also be found in Puerto Inca. Puerto Inca is a very peaceful and safe place. Visitors can walk around the village at any time without any problem.

The province of Puerto Inca, Huanuco is divided into five districts, (villages) which are:

- . Codo del Pozuzo
- . Honoria
- . Puerto Inca
- . Tournavista
- . Yuyapichis

According to the 2015 census, Spanish was spoken by 89.5% of the population as their first language, while 5.5% spoke Quechua, 1.9% spoke Ashaninka, 0.3% spoke Aymara, 2.6% spoke other indigenous languages and 0.1% spoke foreign languages.

Why choose us?

By supporting our projects, you get a unique chance to experience the stunning natural diversity and experience the beautiful local culture beyond a busy tourist industry. At the same time, you will help us to achieve our goal in giving back to our local community. We co-operate with a range of local people. Therefore, all booking fees go either straight to people in our community such as, farmers, taxi and tuk tuk drivers, hostels, restaurants, groceries, boat and tour guides, artisans, etc. It will also help to cover the expenses of our project.

How to get to Semillas Life in Codo del Pozuzo?

From Lima, volunteers/interns need to take either a flight or bus to the city of Pucallpa.

. **Airline companies** flying from Lima to Pucallpa are: Latam airline, Sky airline, (low cost) and Star Peru, (low cost). Usually, flights cost US\$60.00-90.00 dollars or 50.00-85.00€ Euro or £44.00-80.00 GBP approximately. It depends on how much weight volunteers carry in their suitcases and anticipation time of their flight reservation.

. **Bus Companies** going from Lima to Pucallpa are Cruz Del Sur, Movil Bus, Transmar (low cost) or, Estrella Polar (low cost). They usually cost between US\$25.00 - US\$45.00 dollars or 22.00€ - 37.00€ Euro or £19.00- £33.00 GBP approximately.

Buses going from Lima to Oxapampa are Cruz del Sur, Movil Bus, Civa, and ExcluCiva.

Arrival & Orientation:

Our Personnel will meet volunteers/interns at David Abensur Rengifo airport or bus station in the city of Pucallpa and bring them to Codo Del Pozuzo, Puerto Inca. This ride from Pucallpa to Codo del Pozuzo, Puerto Inca, takes approximately 5 hours. We recommend volunteers/interns to arrive on weekends (Saturday or Sunday), so together we can explore the village and get to know some of Puerto Incas attractions before starting volunteering on Monday.

Volunteer / Interns schedule:

Day One: Our local coordinator/staff will give volunteers an orientation and will accompany them to their program. Volunteers/interns will be shown how to manage the commute (tuk tuks, walking, colectivos). Volunteers/interns will be introduced to the site coordinator and discuss their role in the project. Volunteers/interns typically work a 6-hour day shift starting at 8:00am.

During a typical week with us in Codo Del Pozuzo, Puerto Inca, Huanuco, Peru, volunteers/interns will spend Monday to Thursday mornings and afternoons working on their daily task, while the evenings are theirs to relax, take some Spanish lessons and to take it easy. Once they have finished a rewarding week of impact, weekends are the time when we will take

volunteers/interns to different trips to the Amazon rainforest such as exploring the jungle, visiting local caves, swimming in rivers, streams and waterfalls. We also include camping trips in the jungle.

Important information for volunteers/interns:

. **Food is very cheap:** for example, a lunch menu in a local restaurant cost, S/9.00 soles or US\$2.50 dollars or 2.20€ Euro or £1.85 GBP approximately. This menu consists of an entry (soup or salad). The main dish can be chicken, fish, or beef. Soft fruit juice is part of the menu. If interns cook their own food, it is way cheaper. Volunteers/interns can also go fruit picking. We have plenty of fruits around the village for free.

. **To avoid scams,** we recommend our volunteers/interns anytime they are going to purchase something or take a taxi, tuk tuk, bus, etc, to ask for prices/fees first.

. We recommend volunteers/interns to **exchange any foreign currency to local currency.** This can be done at the exchange houses in Lima or Pucallpa. It is better to pay for any purchase or service with local currency (soles). Volunteers/interns can also withdraw soles from the ATM machines at the airport in Lima or Pucallpa. Banco De La Nacion and BCP Bank do not charge for this transaction to some international debit/credit cards.

. **Attention!** There are **NOT ATMs** in Codo del Pozuzo! The closest one is in Pozuzo, Oxapampa, or Pucallpa. Volunteers/interns can get cash in Codo del Pozuzo with their credit/debit card by paying 5% out of the amount of cash they need.

. We do not recommend **exchanging money at the airport.** They pay way less for any foreign currency.

. The local bank only exchange dollars to soles. They do not accept euros or any other currencies. (dollars bills must be in good condition/neat to be accepted by the local bank). We recommend volunteers/interns to keep their dollar bills inside a book.

. **Western Union:** There is the possibility of sending or receiving money via Western Union in Codo del Pozuzo.

. **We do not refund** the financial contribution if volunteers/interns decide to leave earlier.

. **Internet:** We share our hot spot/WIFI at any of our huts. Also, for an extra cost of US\$15.00 dollars or 12.50€ euro or £11.00 GBP approximately, volunteers can get a local sim card with unlimited internet for up to 30 days. This is recommended for volunteers/interns who do online work. Our WIFI can be slow sometimes when many volunteers/interns get connected at the same time. The phone company CLARO has the best internet service in Codo del Pozuzo.

. **Water:** 60% of the village of Codo del Pozuzo has no running water. People use water wells to get water. Previous volunteers/interns and we have drunk this water without problems. However, we recommend volunteers/interns bring a portable water filter to make sure they are drinking good water at any time such as in our trips to the jungle. Volunteers can also buy a 20-liter bottle of water for US\$ 2.00 dollars.

. **Hospital and Health Centers:** Codo del Pozuzo has one health center that can be used for volunteers/interns in case they have any minor injuries or illness. We have a first aid kit. Hospitals and clinics can be found in the city of Oxapampa or Pucallpa (5 hours away by auto from Codo del Pozuzo). We have about 5 small pharmacies in Codo del Pozuzo and the main health center has an ambulance for emergency cases.

. **Vaccines:** Although we haven't seen or heard any case of yellow fever since we started this project 6 years ago, we recommend volunteers/interns to have this vaccination if they can get them.

. **Rainy season:** a lot of rain falls from December 15th to March 15th.

. On average, January is the wettest month.

. On average, July is the driest month.

. We are available 24/7 in case volunteers/interns have any emergency.

. We speak Spanish, English, and German.

. We accept groups of people, couples, single volunteers, and pets.

. **We can accept up to 12 volunteers/interns at the same time.**

. **We recommend volunteers/interns to bring** fresh clothes such as T-shirts, shorts, bathing suits, rain coat, etc. Also, trekking boots, hat, sunglasses, flip flops, flash light, pocket knife, compass/GPS, sleeping bag, sun blocker, mosquito repellent and water filter, pills for cold, pain, fever, stomach ache, diarrhea, etc.

. **We accept smokers.** However, smoking in front of our students is forbidden.

. **Photos** we take during our trips with our volunteers/interns are used for our NGOs social media.

. **Drinking alcohol** in public areas (street) is forbidden.

. Because we are an educational project, we do not accept volunteers/interns with drug abuse problems.

. **Volunteers/interns with inappropriate behaviors** that violate our rules will be immediately expelled from Semillas Life and exhorted to leave Codo del Pozuzo during the next 48 hours after their expulsion.

Please, do not hesitate to contact us if you need further information.

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