



Oxlajuj B'atz' a Project of
Asociación Tejedoras Unidas (Komon Ajkem)
& Maya Educational Foundation
Panajachel, Sololá, Guatemala
Tel/Fax: (502) 7762-6245
Website: www.thirteenthreads.org
Email: thirteenthreads@gmail.com

Database System & Information Management Volunteer

Oxlajuj B'atz' (Thirteen Threads) is a non-profit indigenous women's empowerment and non-formal education organization working throughout Guatemala since 2004. We provide capacity-building skills training to Maya women's cooperatives throughout rural Guatemala. Our four program areas are: Artisan and Product Development; Democracy and Team Building; Health and Well-Being and Small Business.

In December 2010, we initiated a Maya Women's Center & Fair Trade Store, located in a historical building in downtown Panajachel. The Center houses a cooperative Fair Trade store, resource library, community space for meetings and special events, and provides a departure point for tours to the women's communities.

Responsibilities

- Creating a database and coding system to organize a variety of information: contacts, grant opportunities, events, etc.
- Identifying documents that should be shared among staff and making those available for shared usage
- Creating a system for organizing and maintaining electronic documents, as well as a back-up hardware system
- Organizing an electronic photograph library
- Other related as needed

Preferred Skills, Knowledge, Abilities

- Intermediate Spanish and English
- Previous experience in information management and databases
- Previous work with an NGO or related experience in for-profit company
- Availability of minimum 1 month (preference for longer)
- Strong interpersonal and management skills
- Self-motivated and able to work independently in a constantly changing environment
- Computer literacy
- Organized and able to manage details
- Proven ability to complete tasks from start to finish
- Interest in women's issues, democracy and economic sustainability
- Sensitivity to cultural issues



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- Sense of humor, flexibility, and patience

To apply for this position, please fill out the application on our website and send to, thirteenthreads@gmail.com

