



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

Resource and Reference Volunteer for Resource Center

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.

The Resource and Reference Volunteer will assist in the development of the Resource Center at our Maya Women's Center.

Responsibilities

- Creating a system to catalogue our current resource materials
- Developing a system for resource sharing and loaning books and materials
- Expanding available resources in the Center
- Working with field staff to identify new material and needs to grow the Resource Center
- Work with Development Manager to write grants to support the Resource Center
- Other related as needed

Preferred Skills, Knowledge, Abilities

- Intermediate Spanish and English
- Previous experience or current studies in resource or information management, cataloging or library
- Previous experience 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



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- Sensitivity to cultural issues
- 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

