



Oxlajuj B'atz' a Project of
Asociación Tejedoras Unidas (Komon Ajkem)
& Maya Educational Foundation
Panajachel, Sololá, Guatemala
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Development & Fundraising 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 20 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 an 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.

We are seeking a **Development & Fundraising Volunteer** who is motivated and experienced, to assist with development and fundraising. As the organization is in an exciting growth period with the initiation of a new Maya Women's Center & Fair Trade Store, we are looking for help with research, grant-writing, local and international fundraising, special events and direct mail.

Preferred Skills, Knowledge, Abilities:

- Some fundraising experience would be helpful, but we are willing to train the right person
- A fluency in English is required and a minimum of intermediate Spanish is best
- Good writing skills
- Computer literacy
- Good attention to detail, but able to see the big picture
- Basic understanding of fundraising vehicles
- Knowledge of and concern for women's issues, democracy and economic sustainability
- Proven ability to complete tasks from start to finish
- Ability to work in fast-paced environment
- Sense of humor and flexibility

Both short and long-term volunteers welcome.

To apply for this volunteer position, please send a Cover Letter and current CV to: thirteenthreads@gmail.com.