



MINGA HOUSE

Minga House Foundation

Non-Profit Organization – Founded in 2014

NIT: 900867100-4

What is MINGA?

“Minga entails a collaborative work system that dates back to the Incas. It refers to the commitment, contract or work agreement between two or more people. The word minga also stands for meeting or reunion.”

INTERNSHIP OPPORTUNITY

HUMAN RESOURCES – All industries



This is an opportunity to volunteer with the HR departments of one of our organizations (or even at Minga House!). As more and more companies become multinational in nature and hire a diverse array of employees, gaining global experience with an internship abroad in human resources can be an invaluable developmental experience in the field. Not only will you have the opportunity to challenge yourself by uprooting and working within a different country, but you will gain valuable cross-cultural skills and on the job training, which you can bring forward into a very successful career. Human resources is centered around people. By traveling the world, meeting people from all over, and pushing yourself to

interact as much as possible, you will become not only a more well-rounded candidate but a more capable world citizen.

You will have the option to intern within these industries:

- Agriculture
- Education
- Exports
- Governments
- Hospitals
- Manufacturing
- Non-Profits
- Science Laboratories
- Waste Management

Interns may participate in any of these areas of responsibility:

- Gathering research and data
- Helping to recruit & interview prospective employees
- Personnel training
- Planning events and career fairs
- Assisting with compensation and benefits

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MingaHouse.org

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Participant Requirements:

Educational Background: Undergraduate, graduate, or professional with interest in pursuing a career within the human resources field.

Spanish Language Skills: (None) 1 2 3 4 5 6 7 8 9 10 (Fluent)

Potential projects and day-to-day duties:

- Assist Human Resources Manager in a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, and volunteer intern programs.
- Lead English conversation sessions for employees.
- Share with management what are the compare/contrast factors of HR policy & procedures between Colombia and the participant's country of origin
- Special project to be assigned to participant in support of his/her personal & professional interests; TBD

Service Term:

- **Plan Prep Time:** 60 days minimum prior to arrival date
- **Service Period:** 60 days minimum required; 32 hrs/wk required
- **Work Schedule:** 6-8 hrs./day - Mon-Fri (TBD am - TBD pm) – recommend 4-day work week
- **Service Window:** January – December

Special Skills Desired:

- Prior experience working in an HR setting
- Self-management
- Excellent written & verbal communication
- Responsible and professional
- Proven abilities in the areas chosen
- Teamwork

