YOUNG AMERICAS BUSINESS TRUST

Business Administration Internship

Location:	Remotely		
Position:	Intern/Trainee | Business Administration (2 vacancies)		
Languages Required:	Position 1: Spanish and English | Position 2: Portuguese and Spanish		
Duration: September 05, 2023 to February 9, 2024		**Application deadline:** August 10, 2023	
Reports to:	Executive Director/ Program Director and Managers	**Program/Area:**	Operations

POSITION SUMMARY

The incumbent will be directly supervised by the Executive Director (ED), and secondarily, by the Director and Program Managers.

The basic objective of the position is to: Ensure that the Intern obtains skills, knowledge, and competencies through structured and guided activities such as training, seminars, attendance to conferences, and similar learning activities, as appropriate in specific circumstances, while supporting YABT's operations and execution of programs.

The Intern should exercise independence of judgment in handling communications regarding project activities. We are looking for initiative-taking young people with goal-oriented mindsets.

DUTIES TO BE PERFORMED

- Support the registration, mentoring, evaluation and capacity building process of the TIC Americas program, a global platform for business support and accelerator for young entrepreneurs.
- Assist in developing as necessary reports, documents, agendas, and other materials - Work with Microsoft Excel and Google Sheets in maintaining appropriate databases for TIC Americas program processes.
- Work with Microsoft Excel and Google Sheets in the maintenance of appropriate databases for the processes of TIC Americas and other programs.
- Research and analyze strategies to improve YABT's programs and recommend activities and initiatives for future implementations.
- Work with the YABT team on a monthly action plan for the support and implementation of YABT programs.
- Attend Weekly Staff Meetings with your supervisor and the ED, during which you will be requested to present progress reports and plans for the week. A Staff Meeting is usually scheduled at 10:00 am every Tuesday, and this is the opportunity to clarify questions, measure progress towards meeting the placement objectives, co-evaluate performance and advances on the project, etc.
- Write technical documents on areas for improvement of the participants of the Innovation Competitions.
- Give support and follow-up to allies and partners in virtual activities carried out together.
- Assist in the preparation of content for brochures, publications, and other projects documentation.

KNOWLEDGE AND SKILLS

Attributes and Competencies:

- Bilingual English/Spanish | Bilingual Portuguese/Spanish.
- Intermediate technical knowledge of Innovation, Entrepreneurship, Administration and other related topics.
- Demonstrable Project Management Skills.
- Responds positively to feedback and different points of view.
- Approaches work with positive energy and interest.
- Good analytical skills for gathering data and organizing information.
- Interest in developing new initiatives and sustainable ideas for the youth
- Efficient user of Microsoft 365 tools, with middle to advanced proficiency in Excel.
- Efficient user of Google Workspace tools.
- Be familiar with basic office procedures and electronic information processing equipment

- The intern should be skilled in typing and handling documents, as well as preparing reports
- Good verbal skills in both languages is requested.
- Ability to speak in public before specific audiences.
- Experience in event organization is preferred.
- Stable internet connection is required and the intern/trainee must have his/her own computer equipment.

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Technical college or associate degree in International Business, Marketing, Business Administration, Industrial Engineering, Economy or related careers. Persons with equivalent training or experience will also be considered, provided that their practical skill level is sufficiently high to enable them to beneficially assist the project.

Minimum Experience: One year of experience in a business capacity where office or administrative skills have been demonstrated at a comparable level. Being bilingual is required (English and Spanish), proficiency in French or Portuguese will be an advantage.

APPLICATION

To be considered for this position, please submit a resume and cover letter no later than August 10, 2023, via https://forms/d/e/1FAIp