YOUNG AMERICAS BUSINESS TRUST

Communications Internship

Location:	Remotely
Position:	Intern/Trainee | Communications
Languages Required:	English and Spanish

Duration: September 05, 2023 to February 9, 2024 **Application deadline:** August 10, 2023

Reports to: Executive Director/ Program Directors **Program / Area:** Communications

POSITION SUMMARY

The incumbent will be supervised by the Executive Director, and secondarily, by the Director and Program Managers.

The basic objective of the position is to:
Ensure that the Trainee or 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 communication strategy.

The Intern should exercise independence of judgment in developing and implementing a communication strategy, as well as researching and writing press releases and content for YABT. All based on the intended audience of YABT.

DUTIES TO BE PERFORMED

- Provide Institutional Communications services to YABT programs, projects and general activities.
- Create content, official press releases, announcements and other pieces for YABT websites, social media and other internal material as needed.
- Support in the organization, production, and promotion of the YABT Podcast: Closing the Gap.
- Be responsible for development of promotional pieces in coordination with YABT Staff.
- Coordinate and maintain up to date the social media accounts of YABT.
- 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, usually scheduled at 10:00 am every Tuesday, is the opportunity to clarify questions, measure progress towards meeting the placement objectives, co-evaluate performance and advances on the project, etc.
- Work with key internal role-players to brainstorm content ideas, in line with the organization's strategy and in support of various project initiatives.
- Work with the YABT Communications team to align concepts, narratives and elements that combine visual, promotional, media content and program focus.
- Support and evaluate results of communication campaigns with the YABT team.

KNOWLEDGE AND SKILLS

- Bilingual English/Spanish.
- Demonstrable project management skills.
- Positive Mindset to the comments and the different points of view.
- Good analytical ability to collect data and organize information.
- Interest in developing new initiatives and sustainable ideas for young people.
- Efficient user of Microsoft 365 tools.
- Management of platforms and design programs such as Canvas.
- Knowledge of Google Workspace tools.
- Be proficient in typing and handling documents, as well as drafting reports.
- Stable internet connection is required, and computer equipment is available.

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Technical college or associate degree in communications or journalism is required. 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 YABT communications team.

Minimum Experience: One year of experience in communications strategy development, where excellent written, and verbal communication skills have been demonstrated at a comparable level. Bilingual or multilingual abilities are highly valued.

APPLICATION

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