YOUNG AMERICAS BUSINESS TRUST

Graphic Designer Internship

Location:	Remotely		
Position:	Intern/Trainee | Graphic Designer		
Languages Required:	English and Spanish		
Duration: September 05, 2023 to February 9, 2024		**Application deadline:** August 10, 2023	
Reports to:	Executive Director/ Program Director/ Design Manager	**Program/Area:**	Graphic Designer

POSITION SUMMARY

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

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 technological strategy.

The focus of the Intern will be the design of graphic material for social media, reports diagramation, and create images for YABT websites. In addition to responding to requests from the Design Manager, Program Director and assisting with all design functions.

DUTIES TO BE PERFORMED

- Provide design services to the following programs: TIC Americas, Eco-Challenge, Young Americas Forum, and others.
- Create social media and website banners.
- Reports and proposals diagramation of the different programs.
- Branding for new programs and projects
- Work with the staff on the landing process of the new programs, including the sub-regional categories of TIC Americas program.
- Attend Weekly Staff meetings with your supervisor, during which you will be requested to present progress reports of assigned tasks. 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 projects initiatives

KNOWLEDGE AND SKILLS

- Be familiar with basic office procedures, electronic information processing equipment, computer packages such as Microsoft Office, Google Workspace, remote communication tools (WhatsApp, Zoom, etc.)
- Knowledge of Adobe Software.
- Basic design experience.
- Ability to quickly learn new methodologies, technologies, and software
- Ability to understand technical instructions / concepts.
- Teamwork and communication skills. - Problem resolution.
- Creativity and logical thinking.
- Capacity for analysis and abstraction.
- Oriented to detail and results.
- Proactivity.

Technical requirements:

- Adobe illustrator
- Adobe Indesign
- Adobe Photoshop

It is desirable that the applicant has knowledge of:

- Basic video editing

EDUCATION/EXPERIENCE REQUIREMENTS
Minimum Education: Graduated or in the last year of university degree in Graphic Design. People with an equivalency in experience or training will also be considered if their practical level is sufficient to carry out the project activities. Minimum Experience: Basic experience in graphic design where the necessary skills to develop the project have been demonstrated. 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, cover letter (one page) and design portfolio no later than August 10, 2023, via https://forms/d/e/1FAIp