YOUNG AMERICAS BUSINESS TRUST

This is an unpaid internship | International Relations

Location:	Remotely		
Position:	Intern/Trainee | International Relations (2 vacancies)		
Languages Required:	English and Spanish		
Duration: February 19, 2024 to August 15, 2024		**Application deadline:** February 2, 2024	
Reports to:	Executive Director/ Program Director	**Program/Area:**	Operations/Projects

POSITION SUMMARY

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

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 interested in working with youth.

DUTIES TO BE PERFORMED

- Support the Youth Participation Process of the Young Americas Forum - the official platform for the participation of young people in the Summits of the Americas processes and other policy dialogues - with a permanent interaction with young people, youth networks and stakeholders.
- Compile, document, and report, periodically and final, youth participation process.
- Develop a supporting guide for youth networks and youth dialogues, disseminating virtual consultation and connecting with other international programs and events.
- Work with YABT's Communications team in developing a campaign focused on youth engagement and participation in meeting the SDGs, including concrete actions with leadership and social entrepreneurial initiatives.
- Support YABT Management in the Development of sponsorship proposals, packages, and sponsorship opportunities for the Young Americas Forum process.
- 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.
- Assist in the preparation of content for brochures, publications, and other projects documentation.

KNOWLEDGE AND SKILLS

Attributes and Competencies:

- Interest and motivation in working in a INGOs that supports the youth
- Communication skills, writing documents, calls for youth consultations, media campaigns, letters, emails, reports, among other documents and materials necessary for interaction with young people/beneficiaries and local/regional stakeholders involved in the activities.
- Responds positive to feedback and different points of view
- Fast and organized learner with excellent attention to detail and the ability to manage multiple tasks
- Knowledge of Microsoft 365 and Google Workspace tools.
- Experience with MS Office Suite (Word, Excel, PowerPoint)
- Ability to write reports, develop briefings, or other content for the youth
- Experience with supporting the planning and execution of events
- Excellent oral and written skills in Spanish and English

- Approaches work with positive energy and interest
- Must have a personal laptop and access to internet

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Technical college or associate degree in international relations, political sciences or journalism studies 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 the project.

Minimum Experience: One year of experience with international cooperation projects where research and other 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 and cover letter no later than February 2, 2024, via https://forms.gle/bPfzEP4HBu4iMvRa9