

YOUNG AMERICAS BUSINESS TRUST

Internship/Training Plan

Location	Remotely		
Position	Intern/Trainee		
Reports to	Executive Director/Program Directors	Program / Area :	Communications

POSITION SUMMARY

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

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 Communications services to the following programs: TIC Americas, Young Americas Forum and others.
- 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 projects initiatives.
- Support and evaluate results of communication campaigns with YABT team.
- Verbal ability to communicate in Spanish and English.

KNOWLEDGE AND SKILLS

- Knowledge of Audacity or any other program for Podcasts production.
- Be familiar with basic office procedures, electronic information processing equipment, computer packages such as Microsoft Office.
- Possess excellent knowledge of Facebook, Instagram, Twitter, and other social media best practices
- Content writing experience for all media platforms
- Strategic and creative mindset
- Knowledge in creation, management and analysis of Facebook and Twitter campaigns.

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Technical college or associate degree in communications 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 deadline: January 23, 2022.