

YOUNG AMERICAS BUSINESS TRUST

Business Administration Internship

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| Location: | Remotely | | |
| Position: | Intern | | |
| Languages Required: | English and Spanish for Position 1. English and Portuguese for Position 2. | | |
| Reports to: | Executive Director/ Program Directors | Program / Area: | Operations |

POSITION SUMMARY

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

DUTIES TO BE PERFORMED

- Support the registration, mentoring, judging and capacity building process of the TIC Americas 2022 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
- Research and analyze strategies to improve YABT's programs and recommend activities and initiatives for future implementations
- Assist the finance department/projects in keeping track of expenditures
- 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.
- Assist in the preparation of content for brochures, publications, and other projects documentation

KNOWLEDGE AND SKILLS

Attributes and Competencies:

- Bilingual English / Spanish for Position 1; Bilingual English/Portuguese for position 2.
- Demonstrable Project Management Skills
- Responds positive 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 advance proficiency in Excel
- 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.
- Experience in event organization is preferred.

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Technical college or associate degree in business and management 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 in a business capacity where office or administrative skills have been demonstrated at a comparable level.

Application deadline: January 23, 2022.