

YOUNG AMERICAS BUSINESS TRUST

Communications Internship



Location: Remotely
Position: Intern/Trainee Communications (Young Americas Forum Program)
Languages required: Spanish and English
Duration: March 01 to July 31, 2023 Application deadline: February 5, 2023
Reports to: Executive Director/Program Directors
Program / Area: Communications (Young Americas Forum Program)

POSITION SUMMARY

The intern will be directly supervised by the Executive Director and secondarily by the Program Directors.

The general objective of the position is to ensure that the intern obtains skills, knowledge, and competencies through structured and guided activities, such as training, attendance at conferences, and activities that provide learning, depending on the current circumstances, while performing and contributing to daily YABT operations.

The communicator, under the guidelines and monitoring, to be provided by the Young Americas Forum Program, will work on the design and implementation of a communication and dissemination strategy of the activities, scope, and achievements of the program, which contribute to the consolidation of knowledge and positioning of the program as a benchmark in the central issues of youth citizen participation, empowerment and leadership.

The intern must exercise independent judgment when developing and applying a communication strategy, as well as researching and writing press releases and content. All this is according to the public to which YABT is directed.

DUTIES TO BE PERFORMED

- Prepare a strategy and communication plan for the Young Americas Forum at the hemispheric level, considering:
 - Identification of target audience for communication and dissemination of information as part of the program.
 - Identification of messages, platforms, and communication activities more suitable for youth.
 - Preparation of different communication products that are developed within the framework of the program, which includes banners, flyers, reports, newsletters, and infographics, among other materials.
 - Identification of key actors, and means of communication for dissemination and follow-up of the actions in terms of program communications.
 - Preparation of materials and documents related to the activities of the Young Americas Forum, including the compilation of photographs, success stories, and videos of the activities.
- Develop and maintain the visual identity of activities within the framework of the Young Americas Forum (logo, banner, and other materials required as necessary). As well as support and coordinate internally and with the program's counterparts in the region.
- Compilation of results, publications, and any other input related to the impact, achievements, and good practices of the program, with which it can develop new communication and dissemination tools.
- Support the design, development, and dissemination of materials to raise awareness and knowledge of the objectives of the program.
- Identify opportunities to influence the media agenda.
- Support YABT communications in the development of the YABT Podcast: Closing the Gap.
- Prepare and/or support the preparation of press releases and manage their publication.
- Manage and coordinate the updating of the contents of the Young Americas Forum website.
- Attend weekly Staff meetings, in which you will be asked to present a progress report on assigned tasks. The Staff meeting, usually scheduled every Tuesday at 10:00 am (Washington DC time), is the opportunity to clarify questions, measure progress toward meeting placement objectives, peer-review performance, and progress in the project, etc.
- Work with the YABT Communications team to align concepts, narratives, and elements that combine the visual, promotional, media content and program focus.
- Support, document, and evaluate the results of the communication campaigns with the YABT team.

KNOWLEDGE AND SKILLS

- Bilingual English/Spanish.
- Communication and technical document writing skills.
- Ability to work as part of a team and also independently.
- Demonstrable project management skills.
- Respond positively to comments and different points of view.
- Approach work with positive energy and interest.
- Good analytical skills to gather 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.
- Stable internet connection is required and provision of computer equipment.
- Flexibility and proactivity.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Graduated or in the last year of a university degree in social communication, marketing, journalism, or related careers. People with equivalent experience or training will also be considered if their practical level is sufficient to carry out the project activities.

Experience:

Experience in the area of strategic communication development, where the necessary skills to develop the project has been demonstrated, preferably in issues of youth citizen participation and leadership.

It is desirable to have:

- Experience in the elaboration of communication plans. Those who have contemplated work with youth will be especially valued;
- Experience in writing reports and publications in general, newsletters and press releases (attach reference documents);

APPLICATION

To be considered for this position, please submit a resume, cover letter, and a work portfolio no later than February 05, 2023, via <https://forms.gle/zo42iWRMGf1tVvNu6>