

Location:	Remotely		
Position:	Intern/Trainee		
Languages Required:	English and Spanish		
Duration:	March 01 to July 31, 2023	Application deadline:	February 5, 2023
Reports to:	Executive Director/ Program Director	Program/Area:	Operations/Projects
POSITION SUMMARY			

The Executive Director and Program Directors will supervise the incumbent.

The position will allow the Intern to obtain 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 focus of the Internship will be the design, preparation, and monitoring of strategies, proposals, and initiatives; and combining them with the priorities and opportunities of the regional development agenda and with prospectus partners.

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

- Write proposal profiles, capability statements, fact sheets, and other technical narrative documents for multiple stakeholders.
- Mapping potential strategic partners interested in supporting youth development, entrepreneurship, and capacity building.
- Support the team in the implementation of programs such as Young Americas Forum, TIC Americas, and business skills and training, among others.
- Compile and document best practices and data for development, performance references, and other impact materials for new proposal development. In addition, for presentations at partner meetings, knowledge panels, communities of practice, and other activities.
- Support the team by providing new ideas for development approaches in all phases of the programs, projects, and general activities.
- Support the monitoring and evaluation of project processes and documents.
- 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.
- Work with YABT's Communications team to align concepts, visual elements, and narrative resources, with a development approach.
- Among other activities related to this position.

KNOWLEDGE AND SKILLS

- Interest and motivation in working in an NGO that supports youth development.
- Be familiar with basic office procedures, electronic information processing equipment, and computer packages such as Microsoft Office, Google Workspace, and remote communication tools (WhatsApp, Zoom, etc.).
- Ability to write reports, and proposals and develop briefings.
- Information search and research skills.
- Capable of performing English-Spanish translations.
- Responds positively to feedback and different points of view.
- Attention to detail and results.

- Proactivity and the ability to manage multiple tasks.
- Excellent written and verbal communication skills in Spanish and English.
- Ability to work in a team and independently, in a multicultural context.
- Must have a personal laptop and access to the internet.

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Graduated or in the last year of a university degree in international development, international studies, project management, public administration, business administration, or an equivalent field required. 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: One year of experience with international development/cooperation projects where the necessary skills to develop the project has been demonstrated. Being bilingual is required (English and Spanish), and proficiency in French or Portuguese will be an advantage.

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