YOUNG AMERICAS BUSINESS TRUST

Internship/Training Plan

Location	Remotely		
Position	Intern/Trainee		
Reports to	IT Manager	Program / Area :	Information Technology (IT)

POSITION SUMMARY

The incumbent will be supervised by the IT Manager, 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 technological strategy.

The focus of the Intern will be learning and understanding source code, writing basic code, fixing bugs, collecting data, and maintaining web platforms and repositories. Also, improve their requirements analysis skills, agile methodologies, technical abstraction with Program Directors, technology providers and international strategic partners. In addition to responding to requests from the IT Manager, Program Directors and assisting with all software coding and design functions.

DUTIES TO BE PERFORMED

- Provide software development services to the following programs: TIC Americas, Young Americas Forum, and others.
- Write and maintain code and repositories, work on bug fixes and monitor the technical performance of internal systems.
- Collect information from visitors about the functionality and impact of the applications.
- Write technical reports and perform development tests.
- Propose new technologies for the organization and its programs.
- Work with the staff on the landing process of the new programs, including the sub-regional categories of TIC Americas program.
- Attend Weekly Staff meetings with your supervisor, during which you will be requested to present progress reports of assigned tasks. 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

KNOWLEDGE AND SKILLS

- Be familiar with basic office procedures, electronic information processing equipment, computer packages such as Microsoft Office, Google Workspace, remote communication tools (WhatsApp, Zoom, etc.)
- Knowledge of programming languages. Especially PHP.
- Basic programming experience.
- Knowledge of SQL databases.
- Ability to quickly learn new methodologies, technologies, and software
- Ability to understand technical instructions / concepts.
- Teamwork and communication skills.
- Problem resolution.
- Creativity and logical thinking.
- Capacity for analysis and abstraction.
- Oriented to detail and results.
- Proactivity.

Technical requirements:
- Experience in web development. (Highly required)
- HTML5 + CSS3 + JS. (Highly required)
- Indispensable PHP + SQL databases. (Highly required)
- Use of Git workflow.
- Knowledge of WordPress. Desirable: Elementor.

It is desirable that the applicant has knowledge of:
- cPanel Administration.
- Integration / Continuous Distribution (CI / CD).
- FTP management

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: Graduated or in the last year of university degree in Computer Systems Engineering, Software Engineering, Computer Science, Bachelor's Degree in Computer Science, or related career. 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: 1 year of experience in the software development area (Junior Programmer), where the necessary skills to develop the project have been demonstrated. Being bilingual is required (English and Spanish), 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 January 23, 2022