

# YOUNG AMERICAS BUSINESS TRUST

## Internship/Training Plan

Location	Remotely		
Position	Intern/Trainee		
Reports to	CEO	Program / Area :	Administration and Finance

### POSITION SUMMARY

The incumbent will be supervised by the CEO, and secondarily, by YABT's BOD Treasurer

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 at conferences, and similar learning activities, as appropriate in specific circumstances; while supporting YABT's operations and execution of programs

The Intern/trainee will complete the duties and activities specified in these Terms of Reference for the YABT, as follows:

### DUTIES TO BE PERFORMED

Work in coordination with the CEO in the following:

- Support operational budgets for YABT program and activities.
- Work with YABT Finance in the creation of financial reports and other important documents for donors and partners.
- Support administrative duties within the organization, and other activities as needed.
- Support bookkeeping and accounting of YABT using QuickBooks.
- Work with the Treasurer in the management of the finances.
- Improve and maintain procurement processes and forms to ensure an adequate financial management.
- Support TIC Americas 2022: Eco-Challenge registration process in direct coordination with the managers of each project and YABT team.
- Participate and create minutes for each important meeting of YABT or as needed.
- Support the YABT Board of Directors activities.
- Assume other finance and administrative duties as assigned by YABT CEO.

### KNOWLEDGE AND SKILLS

The intern should be familiar with office procedures, electronic information processing equipment, computer packages such as Microsoft Office, QuickBooks and other accounting software

The intern should be skilled in typing and handling documents, preparation of reports, and in effective project representation through personal contact

### EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education: university or college degree in finance, accounting, business administration or 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 organization.

Minimum Experience: Two year of experience in a business capacity where office or administrative skills have been demonstrated at a comparable level. Bilingual or multilingual abilities are highly valued.

Application deadline: January 23, 2022.