

INTERNATIONAL PROGRAM INTERN

PURPOSE: Under the close supervision of the Director of Partnerships, the International Program Intern helps to implement CAST's International Partnership program in Mexico. S/he will help coordinate and document monthly teleconference meetings with program partners; provide grant management support; help organize CAST's international technical assistance and training curriculum, and help plan and organize CAST's annual convening for program partners.

This is a non-paid internship and individuals must commit to a minimum of 15 hours a week, for a minimum of 6 months.

ESSENTIAL DUTIES:

Grant Management/Program Implementation Support

- Send reminders for CAST's monthly SKYPE teleconference meetings with partners in Mexico
- Help organize and facilitate meetings, preparing the agenda, taking notes and circulating the minutes to partners and staff
- Help plan and organize partner trainings and annual convening in Mexico, including coordinating logistics, agenda planning, preparing materials and presentations, etc.
- Help document and track partner activities and grant deliverables
- Help prepare and track partner sub award payments
- Conduct background and scoping research and analysis, as needed.
- Write briefing notes for CAST senior Management team.
- Track human trafficking news in Spanish and English language media

Other Duties:

- Maintain and organize CAST's international training and technical assistance packages on the CAST server
- Translate documents and training materials from English to Spanish/ Spanish to English as needed
- Attend CAST monthly staff meetings

REQUIREMENTS

Under graduate degree required, graduate degree preferred.

1. Bilingual English/Spanish required.
2. Excellent oral and written communication skills, in English and Spanish
3. Demonstrated experience preparing presentations , memos and reports
4. Ability to work independently and with minimal supervision, and able to meet deadlines
5. In depth knowledge of issues related to immigrants, survivors of human trafficking, human rights and violence against women, etc.
6. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
7. Ability to maintain cooperative and professional demeanor with CAST staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Capacity to work in a fast-paced program and manage multi-faceted services.
8. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
9. Accept and abide by mission and philosophy of CAST.

How to Apply

Applicants should send a cover letter, resume and a short writing sample to Vanessa Lanza at Vanessa@castla.org