



Internship Description

Funding & Grants Intern – AYLAC Technical Secretariat

Overview:

We are looking for a motivated and detail-oriented intern to join the AYLAC Technical Secretariat with a focus on funding and sponsorship management. This remote, part-time position offers a unique opportunity to support sustainable tourism initiatives in Latin America and the Caribbean. As an intern, you will play a key role in identifying funding opportunities, assisting in the preparation of grant applications, and supporting sponsorship outreach efforts. You will work closely with the AYLAC Technical Secretariat to secure financial resources for international projects and strengthen partnerships with sponsors and international cooperation entities. This role provides hands-on experience in fundraising, project financing, and cross-sector collaboration, allowing you to contribute directly to the implementation of sustainability initiatives with a regional impact.

The Yuluca Alliance for Sustainable Tourism in Latin America and the Caribbean (AYLAC) is an initiative of the Global Sustainable Tourism Council (GSTC). AYLAC aims to promote sustainable tourism practices throughout the region, ensuring that tourism development aligns with global sustainability standards.

More information can be found here: <https://www.gstcouncil.org/yuluca/>

Roles and Responsibilities:

- **Funding Research & Grant Identification:** Identify and research potential funding sources, grants, and sponsorship opportunities aligned with AYLAC's mission and initiatives.

- Proposal Development: Assist in drafting and preparing grant proposals, sponsorship decks, and funding applications, ensuring they align with donor and institutional requirements.
- **Donor & Sponsor Outreach:** Support outreach efforts to potential sponsors, donors, and funding organizations, helping to establish and maintain partnerships.
- **Budget & Reporting Support:** Assist in tracking funding applications, maintaining financial documentation, and supporting reporting requirements for grants and sponsorship agreements.
- **Funding Calendar Management:** Develop and maintain a schedule of funding opportunities, application deadlines, and key deliverables.
- **Support for AYLAC Secretariat:** In addition to the above, the intern will assist in the overall operations of the AYLAC Secretariat, including communication, documentation, logistical coordination, and stakeholder engagement. This includes:
 - Formalizing minutes and documents for internal and external use.
 - Assisting with the organization of meetings and tracking key milestones.
 - Maintaining databases and documentation related to AYLAC's activities.
 - Supporting the connection between AYLAC and GSTC by ensuring alignment with global sustainability standards.

Qualifications:

- **Education:** Student or recent graduate in International Relations, Business Administration, Economics, Finance, Public Administration, Sustainability, or related fields. Experience or coursework in grant writing, fundraising, or project management is a plus.
- **Languages:** Fluency in Spanish and English (oral and written).
- **Software skills:** Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint) and project management tools (such as Trello or Asana), design tools like Canva and video conferencing platforms (such as Zoom and Google Meets).
- **Personal skills:**
 - Positive and proactive attitude to maintain a fluid and assertive communication with the different actors involved in tourism in Latin America and the Caribbean.
 - Good verbal and written communication.

- Organizational and interpersonal skills.
- Ability to propose and work independently.
- Attention to detail and ability to multitask.
- Genuine interest in the sustainability and development of tourism in the Latin American and Caribbean region.
- It is highly encouraged for the candidate to have prior knowledge of the Logical Framework methodology (Marco Lógico), which is a tool widely used for project planning and evaluation.

About the position:

Remote work basis. Preference for candidates from LATAM and Caribbean. Part-time, 5 days a week, flexible (20 hours per week) with a minimum duration of six months with no remuneration.

Reporting Relationship: Reporting is to the GSTC Latam and Caribbean Program Director.

Application Procedure:

Qualified candidates are invited to submit their CV and a cover letter detailing their motivation for applying to jorge@gstc.org and hr@gstc.org with the title:

'Funding & Grants Intern – AYLAC | applicant name'.

Please do not apply if you do not meet the qualifications. Applications should be submitted by **27th of April, 2025.**

Preparation Materials:

It is recommended that the interested person familiarize themselves with the information provided from the first GSTC Latin American and Caribbean Summit of Sustainable Tourism to better understand the origins of AYLAC. Here are some recommended links:

- <https://www.gstccouncil.org/first-gstc-latin-american-caribbean-summit-colombia/>
- <https://youtu.be/lASuHRP0od4>

- <https://youtu.be/ZlhBAucZzoU>
- <https://youtu.be/Ck58uAJDc>

Note: Candidates of interest will be contacted for further information by the 7th of May, 2025.