



Internship Description

Technical Secretariat Intern – AYLAC

Overview:

We are looking for a motivated and detail-oriented intern to join the AYLAC Technical Secretariat. 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 help facilitate communication, coordinate logistics, and contribute to key projects that advance AYLAC's mission. You will gain hands-on experience in project management, cross-cultural communication, and sustainability practices while playing an essential role in the implementation of initiatives that impact the entire region.

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:

- **Translations:** Translation of official documents and communication between Spanish and English.
- **Organization and coordination:** Preparation and follow-up of an annual schedule with specific meetings and objectives.
- **Logistics:** Support in all logistical aspects, ensuring that the actions agreed upon in each committee are implemented as planned.

- **Documentation:** Update the database of tourism institutions and stakeholders in the region. Maintenance of archives and documentation updated and organized.
- **General support:** Assistance in any other administrative or coordination task required by the AYLAC Technical Secretariat.
- **Connection between AYLAC and the GSTC:** Building on the GSTC framework to support the objectives of AYLAC, ensuring that the tourism industry advances toward sustainability and is recognized for its high level of compliance with global sustainability standards in travel and tourism.
- **Simultaneous translation:** In collaboration with the AYLAC Technical Secretariat team, the intern will support simultaneous translation from Spanish to English during the meetings of the three groups, promoting inclusion and respect for the region's linguistic diversity.

Qualifications:

- **Education:** Student or recent graduate related to tourism, and/ or sustainability.
- **Languages:** Fluency in Spanish and English (oral and written).
- **Software skills:** Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint) and project management tools (Trello or Asana), design tools (Canva), and video conferencing platforms (Zoom and Google Meets).
- **Personal skills:**
 - Positive and proactive attitude to maintain fluid and assertive communication with the different tourism actors in Latin America and the Caribbean.
 - Proficient in verbal and written communication.
 - Organizational and interpersonal skills.
 - Ability to 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: **‘Technical Secretariat Intern – AYLAC | applicant name’**.

Please do not apply if you do not meet the qualifications. Applications should be submitted by the **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.gstcouncil.org/first-gstc-latin-american-caribbean-summit-colombia/>
- <https://youtu.be/IASuHRP0od4>
- <https://youtu.be/ZlhBAucZzoU>
- <https://youtu.be/Cktf58uAJDc>

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