

## **"READY TO GROW" VIRTUAL INTERNSHIP PROGRAM 2025-2026**

### **At the Association of Caribbean States**

#### **1. CONTEXT**

The Association of Caribbean States (ACS) is a regional intergovernmental organisation established by the Convention of Cartagena de Indias in July 1994. Article III of the Convention defines the organisation as one of "consultation, cooperation and concerted action" whose purpose is "to identify and promote the implementation of policies and programmes". The organisation's work is focussed on disaster risk reduction, sustainable tourism, trade, transport and external economic relations, and the protection of the Caribbean Sea. The ACS has 25 Member States, 10 Associate Members, 6 Founding Observers and 29 Observer Countries.

The ACS Internship Programme "Ready to Grow" offers undergraduate and graduate students an opportunity to gain experience utilising a virtual setting. The programme aims to provide meaningful exposure to the work of the ACS and to strengthen participants' skills for future career development.

#### **2. OBJECTIVE**

To provide suitably qualified students and young professionals with practical training and exposure to the daily work of the ACS, while supporting the technical and administrative work of its Directorates and Units.

#### **3. REPORTING STRUCTURE**

Interns will work under the supervision of designated Directors or Unit Heads, depending on the thematic area selected.

#### **4. PARAMETERS**

Interns are expected to:

1. Dedicate 20 hours per week to internship activities;
2. Be available daily from 9:00am to 1:00pm or 1:00pm to 5:00pm Atlantic Standard Time (AST);

3. Attend Virtual training sessions;
4. Attend Virtual meetings with internal and external stakeholders, as advised by their respective supervisor;
5. Support the preparation of official documents, reports, project concepts, briefings, PowerPoint presentations, and other materials as requested;
6. Develop tailored research, create datasets;
7. Monitor political, diplomatic and economic events and trends.

## 5. DURATION

The Virtual internship will last for six (6) months, with an estimated 400 hours of voluntary service.

## 6. REMUNERATION

This is an unpaid internship. Engagement will be agreed on a voluntary basis. Interns will receive a **Certificate of Completion** upon successful assessment by their supervisor.

## 7. QUALIFICATIONS AND EXPERIENCE

Applicants must be currently enrolled in an undergraduate (2<sup>nd</sup> year or above) or graduate programme, including but not limited to:

- **Social Sciences and Humanities:** International Relations, Political Science, Economics, Geography, Journalism, Languages, History, Sociology, Business, Finance, Marketing, Law, Liberal Arts.
- **Science and Health:** Marine Biology, Oceanography, or related fields.
- **STEM:** Data Science, Computer Science (AI focus), or related fields.

Additional requirements:

- Excellent academic standing (evidenced by transcript).

## **8. COMPETENCIES:**

- Strong oral and written communication skills.
- Fluency in one of the ACS official languages (English, Spanish or French) and working knowledge of another.
- Strong knowledge and interest in Caribbean and Latin American affairs.
- Teamwork and interpersonal skills.
- Research, analytical and problem-solving ability.
- Organisation, planning and time management.
- Cultural sensitivity and ability to work in a multilingual environment.
- Initiative and adaptability.
- Good knowledge of MS Office and online collaboration platforms (Teams, Outlook, Zoom, Google Meet, Webex).
- Proficiency with digital communication tools.

## **9. ADDITIONAL INFORMATION**

Internship positions are available in the following categories. **Applicants must indicate their preference and apply to only one (1) category within their submission:**

### **Office of the Secretary-General (OSG):**

- Geopolitical Analysis
- Humanitarian Assistance (focused on Haiti)

### **Office of the Chief Operating Officer – Communications Unit (OCOO):**

- Digital Communication (community management, digital content creation, communication strategy)

### **Directorate for Cooperation and Resource Mobilisation (DCRM):**

- International Cooperation

- Fundraising Strategies
- Artificial Intelligence (project inputs)

**Directorate for Disaster Risk Reduction, Sustainable Tourism, Caribbean Sea and the Environment (DDTCE):**

- Disaster Risk Reduction
- Sustainable Tourism
- Environmental Protection (Sargassum, Mangroves, Coral Reefs, Sustainable Fishery)

**Directorate for Transport, Trade and Sustainable Development (DTTSD):**

- Economic Analysis – Trade and Maritime Commerce
- Economic Analysis – Transport and Global Shipping

**Office of the Legal Advisor:**

- Legal and Policy Research **(exclusive to Law students)**

## **10. SUBMISSION OF DOCUMENTS**

Eligible candidates(s) must combine their CV and all supporting documents into a single PDF file before uploading. This file should include:

1. Full Curriculum vitae (Max 2 pages);
2. Cover Letter (1 Page) ;
3. Academic Transcript.

Applications must be addressed to:

H.E. Noemí Espinoza Madrid  
Secretary-General  
Association of Caribbean States  
5-7 Sweet Briar Road, St. Clair  
PO Box 660, PORT OF SPAIN  
Tel: 868-622-9575  
Fax: 868-622-1653

Only electronic applications via the website ([www.acs-aec.org](http://www.acs-aec.org)) will be acknowledged. Please upload the documents using the respective button.

- Combined PDF (CV + supporting documents)

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

### **APPLY NOW**

Open to any nationality with priority given to citizens of Member States, Associate Members and Observer States.