

Partenaire	
Référence	20D1584122424
Titre	Internship at the OECD Mexico Centre
Description du poste	Vacancies

Internship at Public Affairs team - 1 vacancy:

Tasks

- *□Update the database of Mexican government (local, state and federal) and parliamentarians due to change of government in Mexico.
- *□Maintain the database with relevant information on the influence of OECD in the parliamentary debates, such as number of mentions per topic and the connotation of it.
- *□Support Centre activities such as workshops, publication launches and meeting programmes.
- *□Provide support for the visits of the Secretary General of the OECD to Mexico.

This person will work under the supervision of the PA Manager of the OECD Mexico Centre.

Internship at the Media team - 1 vacancy:

Tasks

- *□Support the media monitoring in Mexico and Latin America.
- *□Support the media and social network analysis.
- *□Support the maintenance of the internal journalists' database.
- *□Support the events of the Media team.

This person will work under the supervision of the Media Manager of the OECD Mexico Centre.

Internship at Partnerships, Marketing and Fundraising (PMF) team - 2 vacancies (1 will particularly work in Portuguese):

Tasks

- *□Elaboration of newsletters in Spanish, highlighting the key milestones of PAC's campaigns, using the available tools (e.g. Mailchimp).
- *□Keep up to date the database for new newsletter subscribers.
- *□Prepare OECD content in Spanish for social media in both Paris and Mexico, identifying key influencers for the region.
- *□Support engagement with a younger audience for PAC's campaigns (e. g. The Future of Work).
- *□Design and adapt informative materials for OECD iLibrary and IGOs iLibraries.
- *□Update and grow the database with potential subscribers in order to establish strategic partnerships for the dissemination of specific content to new audiences.
- *□Respond to iLibrary and mexico.sales@oecd.org requests.
- *□Support the planning of local and international missions.
- *□Support the logistical activities during the Mexico Centre events.

This person will work under the supervision of the PMF Manager of the OECD Mexico Centre.

Tasks

- *□Elaboration of newsletters in Portuguese, highlighting the key milestones of PAC's campaigns, using the available tools (e.g. Mailchimp).
- *□Prepare OECD content in Portuguese for social media in both Paris and Mexico, identifying key influencers for the region.

- * Design and adapt informative materials for OECD iLibrary and IGOs iLibraries in Portuguese.
- * Support engagement with a younger audience for PAC's campaigns (e.g. The Future of Work).
- * Respond to iLibrary and mexico.sales@oecd.org requests in Portuguese.
- * Support the fundraising planning (searching of potential partners, visits and presentations) in Latin America.
- * Support the logistical activities during the Mexico Centre events.

This person will work under the supervision of the PMF Manager of the OECD Mexico Centre

Definition and scope of the internship

- * An internship is designed for interns to gain experience in the activities of the Organisation, particularly in the field of their studies, under the supervision of experienced OECD Officials.
- * An internship in the Organisation shall be open to a person who is enrolled as a student in an educational or research institution recognised as such by the Organisation.
- * The duration of the internship in the OECD Mexico Centre shall be for a fixed-term period of not less than 3 months, which may be renewed once or more, subject to the prior approval of the Sending Institution, up to a total period not exceeding 12 months.

Type de contrat

Société

Description de la société

Localisation

Pays

Profil recherché

Organización para la Cooperación y el Desarrollo Económico (OCDE)
 The OECD Centre in Mexico is looking for 4 interns who will contribute in supporting the Public Affairs Directorate of the OECD in their Public Affairs, PMF and Media teams.
 CDMX
 Mexique
 Who can apply?

Internships are open for students who:

- Are enrolled in a full-time degree programme for the duration of the internship in a field or discipline related to the work of the OECD;
- Are available for a minimum internship duration of one month;
- Have an excellent command of one of the two official languages of the OECD (English and French) and working knowledge of, or willingness to learn the other. Knowledge of other languages used at the OECD would be an advantage;
- Possess solid quantitative and IT skills;
- Demonstrate excellent drafting and communication skills;
- Are capable of working in multicultural and international team environment.

Are you interested?

If you are an interested candidate, please send your CV and Cover letter (English version) to Samantha Sánchez to the email samantha.sanchez@oecd.org. Please note only short-listed candidates will be contacted.

Deadline

Starting date for these internships is May 4th 2020, so please make sure we receive your application before COB March 13th, 2020.

Expérience

Débutant (-3 ans)