

## HRD Terms of Reference

### B. IDB - Communications and Engagement Intern

#### IDB- 2024 Summer Internship Program

Undergraduate Intern

**Location:** Washington, D.C. United States

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve their lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

#### **About this position**

The IDB Group is looking for an active undergraduate student to be hired as an intern under the Consultant modality.

The 2024 Summer Internship Program is a competitive paid opportunity, based in Headquarters, for university students from member countries to learn about development work and corporate management of the Bank, and to acquire work experience at the professional level through on-the-job learning.

#### **What you will do:**

- Support the development of innovative communication strategies to enhance engagement and information sharing among Bank's employees.
- Develop client personas to identify the appropriate target audience for each dissemination platform (IDB Hub, GoDigital, VivaEngage, Corporate Announcements) ensuring that our messages reach the right readership and align with group objectives.
- Research and analyze alternative communication channels in the Bank, providing insights for enhancing outreach and engagement strategies.
- Collaborate with Internal Communications Team to gather best practices and guidelines, ensuring consistent and impactful messaging across the organization.
- Design and implement communication templates, promotional event checklists, and shared calendars to streamline processes and promote participation in both virtual and in-person promotional events.

#### **What you'll need**

- **Education:** An active undergraduate student in communications, marketing and/or business administration, or a related field from an accredited University. The graduation date should be after the Internship period.
- **Languages:** Fluency in English with a working knowledge of one other Bank language (Spanish, French, or Portuguese) is a plus.
- **Soft Skills:** Result-driven, collaborative, innovative, client-oriented, strong communicator, self-motivated, eager to learn, and excellent time management event.
- **Technical skills:** Proficiency in Microsoft Office Suite, particularly PowerPoint for designing and preparing communication materials and presentations, Canva, Social Media Planning Tools, and effective creative writing for content creation.

#### **Requirements**

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- **Citizenship:** Be a national of an [IDB member country](#). IDB Invest has no nationality restrictions.
- **Active student:** enrolled in an undergraduate (bachelor's) or graduate (master's or Ph.D.) program as of the starting date of the internship program. The graduation date should be after the Internship period.
- **Consanguinity:** Not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB or IDB Invest.
- **First job at the IDB Group:** Be a first-time participant in an Internship Program held by the Bank or Inter-American Investment Corporation ("Corporation" also known as "IDB Invest"). In addition, you have not been a former staff member, Complementary Workforce ("CW"), contractor for the Bank or the Corporation, or have previously provided services to the Bank or the Corporation through a contractor or under any other contractual modality.

### Notes:

- Select **up to three (3) internship options in the application**.
- Submit your **resume, cover letter, academic transcripts (official or unofficial), and university letter** certifying your student status when applying.
  - If you submit an unofficial academic transcript at the time of applying, you will be requested to present an official academic transcript if moving forward in the process.
- **Academic transcripts and university letters should be issued within the last three months.**
  - For undergraduate students, the second year of school must be completed at the time of applying.
  - For graduate students a minimum of 50% of coursework must be completed at the time of applying.
- **Applications without the requested documentation will be disqualified.**
- Save each file in a PDF format with your name and subject.
- **DO NOT** send copies of your degree certificates or other courses.
- **You must be able to work 40 hours weekly from June 16<sup>th</sup> to August 15<sup>th</sup>, 2024. Dates are predetermined and fixed, interns cannot start or finish before or after the indicated dates.**
  - If you are an international student in the U.S.A., your work authorization is through CPT/OPT. Consult your school advisor before applying. You must be able to work 40 hours per week, many international students are limited to working part-time, depending on their academic standing.

### Type of contract and duration:

- **Type of contract:** Intern Consultant
- **Length of contract:** Two (2) months
- **Dates of the contract:** June 16<sup>th</sup> to August 15<sup>th</sup>, 2024
- **Location:** Washington, D.C. – United States of America

### Our culture

At the IDB Group, we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions. Diversity, Equity, Inclusion, and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at [diversity@iadb.org](mailto:diversity@iadb.org) to request a reasonable accommodation to complete this application.

**Our Human Resources Team reviews carefully every application.**

### About the IDB Group

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The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

### **About IDB**

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

### **About IDB Invest**

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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