

## **Youth Department Intern**

- Ever dream of shaping the future of travel and tourism?
- Ready to build bridges, enlighten, and empower young tourism leaders?
- Want to amplify your voice as a young leader and lead the community of international young leaders?

If these sound like you, then apply today to become PATA's next Youth Intern!

### **ABOUT THE INTERNSHIP**

The PATA Internship Program provides students with the opportunity to learn about PATA and the travel & tourism industry on an international scale.

- Remote, Asia-based
- Full-time | 3-month Programme (Subject to extension based on performance)
- Following Bangkok Timezone (GMT+7) | 9 AM - 5:30 PM (Flexibility can be provided upon request)
- Academic Credit: You may get academic credit from your institution of higher education for the internship. Check with your university to confirm their academic credit policy for internships.

### **ABOUT PATA YOUTH DEPARTMENT**

The PATA Youth Team, a.k.a. Mini PATA, designs and runs the PATA Youth Programme, PATA Internship Programme, and is in charge of its own digital marketing and manages an international community of PATA Youths, PATA Student Chapters and PATA Education Members. Its ultimate goal is to inspire and empower youths to become drivers of change alongside PATA for the responsible and sustainable development of travel and tourism to, from and within the Asia Pacific region.

### **AS A PATA YOUTH INTERN,**

You will be working closely with the PATA Youth Ambassador, Nick. Expect to be included in and contribute actively to brainstorm meetings, craft communication for different target audiences. Learn how to use customer management systems, excel, Mailchimp and manage databases.

As a Youth Intern, you'll be tasked with:

- Brainstorm, design and execute online events together with PATA Youth Ambassador.
- Adapt programmes to an online, international community.
- Assist with organising online events, administration, issuing certificates, and creating post-event reports.
- Assist with research/surveys of the international community: e.g. creating survey monkey forms, analysing data and presenting data.
- Assist with managing internship applications, issuing certificates and recommendation letters, and communicating with internship supervisors in other internal departments

- Assist with administrative tasks or inter-departmental projects when needed.
- Assist with the preparation of EDMs on Mailchimp for upcoming events.
- Manage youth-related pages on the website (PATA Youth, Internship, Student Chapters, and more)
- Manage member news posting on the website

## **ABOUT YOU**

- Currently enrolled in a Bachelor's Programme; or within two years after graduation from a Bachelor's Programme
- Strong verbal and written English communication skills
- Familiar with google suite tools (google sheets, google docs, google drive, google hangouts) and Microsoft Excel.
- Self-motivated and mature person, with a highly collaborative mindset.
- Strong cross-cultural understanding and interest in working in a different culture
- Passion for travel and tourism.
- Growth and results oriented.
- *EXTRA BONUS if you are or were a Student Chapter Member.*