

Barbados Youth Corps Summer Student Intern

Position Title:	Clean up Barbados Project Assistant
Number of Positions:	1
Location:	Little Edgehill, St Thomas, Barbados
Position Status:	Temporary, 8 weeks [June 29 – August 25, 2017]
Hours:	Full-time [35 hours per week]

The Future Centre Trust is an environmental Non Governmental Organisation (NGO) and registered charity providing environmental education to the public of Barbados. Its mission is “To stimulate awareness and encourage responsible management of the vital relationship between people and nature leading to a sustainable future for all”. This is achieved through various programmes, activities and presentations to the community.

We are currently seeking a hardworking, dynamic and motivated individual to add to our Barbados Youth Corps team for summer 2017, who has a strong passion for people and the environment. Our approach is always collaborative and team oriented.

Program Overview:

Clean Foundation (Clean) began delivering the Nova Scotia Youth Conservation Corps (NSYCC) program in 2011 and in doing so, has provided almost 200 youth with meaningful paid summer employment throughout Nova Scotia. Students gain countless skills through training and personal development opportunities, all the while making a positive impact in their local communities and the environment. Now in its second year the Barbados Youth Corps Program is again being implemented by the Future Centre Trust (FCT) this summer modelled after the NSYCC.

The program will provide Barbadian youth with environmental work experience, an enhanced appreciation of the environment and their community, and assist in developing skills for life-long learning including, team-building and leadership skills, public speaking and community outreach, increased knowledge for future employment and/or education ventures and the ability to give back to their community and their environment.

Position Overview:

The Clean Up Barbados event will take place September, 16, 2017. It is linked by membership to the Clean Up The World weekend, held the third weekend of September every year. The event gives groups and individuals the chance to get out and get involved with cleaning an area that needs attention and that the community shares a passion in maintaining. The Clean Up Barbados Project Assistant will work directly with the Clean Up Barbados Coordinator to plan, coordinate and execute a successful Clean Up Barbados Campaign and event for 2017, the 9th year of the campaign. This involves the promotion of the initiative, seeking out sponsorship, registration of groups, conducting presentations, coordinating print of branded materials and many more administrative duties.

Duties and Responsibilities:

- Stakeholder letter writing and correspondence management
- Conduct presentations at camps during July and August
- Assist with development and implementation plan for project Social Media Plan
- Assist with identification of and outreach to companies for sponsorship of the campaign
- Assist with website content creation
- Stay updated on National developments in applicable fields (E.g. waste disposal, news articles, legislative changes etc.)
- Assist with research and add relevant content to a database for project use
- Keep records of all information related to project for documentation, clarification and presentation to management
- Community engagement
- Final report

Additional duties may include assisting with:

- FCT Event planning and execution
- Staffing FCT office

Requirements/Qualifications:

- Must be a Barbadian citizen or entitled to work in Barbados;
- Must be between the ages of 18 and 30;
- Must be a full-time student and intending to return to school in fall 2017;
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Proficient with Microsoft Word Office, Excel, PowerPoint, etc.;
- Strong problem solving skills;
- Strong communication skills;
- Strong time management and organizational skills;
- Demonstrates interest in future employment in the environmental or 'green' sector is considered an asset.

If you are interested in this position please submit your cover letter and resume, merged into one document, via email to **Mrs. Vivian-Anne Gittens**, info@futurecentretrust.org by **June 9, 2017**. When applying for this Summer Student Intern position please identify the position title listed above in either your cover letter or resume.

We appreciate all interest; however, only those selected for an interview will be contacted.

Future Centre Trust and Clean are committed to Employment Equity and our goal is to be a diverse workforce that is representative at all job levels.

Barbados Youth Corps Summer Student Intern

Position Title:	Green Research Assistant
Number of Positions:	1
Location:	Little Edgehill, St Thomas, Barbados
Position Status:	Temporary, 8 weeks [June 29 – August 25, 2017]
Hours:	Full-time [35 hours per week]

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Program Overview:

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The program will provide Barbadian youth with environmental work experience, an enhanced appreciation of the environment and their community, and assist in developing skills for life-long learning including, team-building and leadership skills, public speaking and community outreach, increased knowledge for future employment and/or education ventures and the ability to give back to their community and their environment.

Duties and Responsibilities:

- Develop project proposal ideas
- Conduct presentations at camps during July and August
- Stakeholder letter writing and correspondence management
- Stay updated on national developments in applicable fields (E.g. biodiversity conservation, waste disposal, renewable energy, news articles, legislative changes etc.)
- Assist with research and add relevant content to a database for project use
- Keep records of all information related to projects for documentation, clarification and presentation to management

- Final report
- Community engagement

Additional duties may include assisting with:

- FCT Event planning and execution
- Staffing FCT office

Requirements/Qualifications:

- Must be a Barbadian citizen or entitled to work in Barbados;
- Must be between the ages of 18 and 30;
- Must have an interest in education and love for working with children
- Must be a full-time student and intending to return to school in fall 2017;
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Proficient with Microsoft Word Office, Excel, PowerPoint, etc.;
- Strong problem solving skills;
- Strong communication skills;
- Strong time management and organizational skills;
- Demonstrates interest in future employment in the environmental or 'green' sector is considered an asset.

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Barbados Youth Corps Summer Student Intern

Position Title:	Intern Research Assistant– Barbados Renewable Energy Association
Number of Positions:	1
Location:	Barbados Renewable Energy Association, Barbados
Position Status:	Temporary, 8 weeks [June 29 – August 25, 2017]
Hours:	Full-time [30 hours per week]

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Program Overview:

Clean Foundation (Clean) began delivering the Nova Scotia Youth Conservation Corps (NSYCC) program in 2011 and in doing so, has provided almost 200 youth with meaningful paid summer employment throughout Nova Scotia. Students gain countless skills through training and personal development opportunities, all the while making a positive impact in their local communities and the environment. Future Centre Trust (FCT) wishes to pilot a Youth Corps Program in Barbados in summer 2016 modelled after the NSYCC.

The program will provide Barbadian youth with environmental work experience, an enhanced appreciation of the environment and their community, and assist in developing skills for life-long learning including, team-building and leadership skills, public speaking and community outreach, increased knowledge for future employment and/or education ventures and the ability to give back to their community and their environment.

Position Overview:

The position of Intern Research Assistant with the Barbados Renewable Energy Association is tied specifically to organization’s new Strategic Outlook. To this end, the focus of the research assistant will be tied to BREA 2017-2018 Work Programme. Proposal Writing and Development is therefore a large focus of the Association for this programme year as it is the means through the Association will derive its funding for the support of a number of its programs and activities.

About the Community Partner:

The Barbados Renewable Energy Association (BREA) is Barbados sole non-governmental organization with the mandate to facilitate the growth and development of energy efficiency and the renewable energy sectors in Barbados. Formally established on May 05th, 2011 as a registered NGO, BREA has emerged as the leading advocacy group nationally and regionally in driving the growth and development

of the renewable energy sector in Barbados. Since its inception 2011, the organization has grown tremendously to which its other activities and programs include a focus on research and development, training and education, capacity building and quality assurance and the execution of special projects under the leadership of the new Executive Director.

Duties and Responsibilities:

The Research Assistant will report directly to the Executive Director of BREA who will inform him or her of their role and responsibilities during their tenure at the Secretariat. The specific duties and responsibilities of the Research Assistant include the following;

- Develop as well as research project ideas
- Proposal Writing and Development
- The drafting of stakeholder letters and appropriate correspondence

Additional duties may include;

- Assistance with planning and coordinating BREA events
- Organization and setting up of meetings
- Filing of BREA Records
- Answering Office Calls

Requirements/Qualifications:

- Must be a Barbadian citizen or entitled to work in Barbados
- Must be between the ages of 18 and 30 years old
- Must have interest and passion in the renewable energy sector
- Must have a Bachelor's Degree or be enrolled in Degree Program within a University
- Be able to work proficiently as a team while responding to feedback
- Must be proficient in Microsoft Word, PowerPoint and Excel
- Must have strong written and verbal communication skills
- Must have strong problem solving skills
- Must have strong time management and organizational skills
- Has a keen interest in working within the renewable energy sector or and with a non-governmental organization will be an asset.

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Barbados Youth Corps Summer Student Intern

Position Title:	Outreach Programme Assistant
Number of Positions:	1
Location:	Little Edgehill, St Thomas, Barbados
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Position Overview:

Over the years FCT has implemented a number of successful programmes, leading the charge in environmental education, waste management campaigns and various outreach projects in schools and communities. Highlights of some of the projects and programmes of the Future Centre Trust within the last five years are: Community Recycling (CoRe) Program, Bri & Luk Series and Puppet Shows and the Sustainability Toolkit. The Outreach Programme Assistant will work directly with the Technical Programme Assistant to plan, coordinate and execute a number of outreach initiatives during the summer. This involves the planning of the initiative, preparation of presentation materials, conducting presentations and many more administrative duties.

Duties and Responsibilities:

- Stakeholder letter writing and correspondence management
- Assist with preparation for presentations and workshops
- Conduct presentations at camps during July and August
- Assist with development and implementation plan for Social Media Plan
- Assist with outreach to companies for sponsorship of upcoming campaigns
- Assist with website content creation
- Keep records of all information related to project for documentation, clarification and presentation to management
- Community engagement
- Final report

Additional duties may include assisting with:

- FCT Event planning and execution
- Staffing FCT office

Requirements/Qualifications:

- Must be a Barbadian citizen or entitled to work in Barbados;
- Must be between the ages of 18 and 30;
- Must be a full-time student and intending to return to school in fall 2017;
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Proficient with Microsoft Word Office, Excel, PowerPoint, etc.;
- Strong problem solving skills;
- Strong communication skills;
- Strong time management and organizational skills;
- Demonstrates interest in future employment in the environmental or 'green' sector is considered an asset.

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