



**Position: Student Internship, BRAVO Leadership Forums
Americas Society/Council of the Americas, Miami**

[Americas Society and Council of the Americas \(AS/COA\)](#) is seeking a student intern for the Miami office to focus on the organization's BRAVO Leadership Forums. The internship provides an opportunity for highly motivated college students seeking experience in international business and/or international relations. Through both large scale and private conferences/programs, the BRAVO Leadership Forums promote business and policy issues within the Western hemisphere. The student-intern will assist with forums and meetings to promote economic and social development in the region and gain exposure to Latin America's private and public sector as well as the South Florida business community. This internship is an excellent opportunity for students pursuing public relations, international relations, business, communications/marketing or journalism degrees.

Principal Responsibilities:

- Assist in researching and identifying topics of interest, companies, and individuals for AS/COA's BRAVO Leadership Forums which consist of the annual Symposium and BRAVO Business Awards, CFO Forums, and CEO Roundtables. Such programs will be virtual.
- Provide support to build the audience for events including outreach to invitees, keeping databases organized and up to date and researching prospect delegates
- Assist the sales and marketing department in researching for new leads, potential sponsors and partners, connecting with prospect companies to extend or begin a business relationship with our programs including sponsorships and ticket sales, attending programs and partnerships.
- Provide support in working with major sponsors & partners to ensure successful implementation of all deliverables around their participation with AS/COA.
- Coordinate the invitation of speakers and subsequent follow up and confirmation
- Edit documents, including agendas, marketing materials, and press releases

Qualifications:

- At least 2 years of college or university
- Proficiency in Microsoft Office programs (i.e. Outlook, Word, Excel, PowerPoint)
- Excellent written and verbal communications skills in English and Spanish (Portuguese is a plus)
- Good communication skills on the phone and sales driven personality to be able to also research, confirm delegates to programs and other duties; must be detail oriented
- Ability to prioritize on work projects
- A team player with excellent organizational, communications, and interpersonal skills
- Have an interest/knowledge of regional policy and economic issues in Latin America and the Caribbean

Important Requirement:

- Students must be able to receive university credit for this internship. You must receive approval from your professor, university or head of school department confirming you can receive credit for this internship.
- Minimum 20 hours per week; minimum 3-month commitment for Summer or Fall semester
- Work remotely; strong internet connection

Compensation:

- Unpaid: University credit is offered for this internship.

Application Submission:

- Please send your resume, cover letter, and writing sample (approximately 350 words) to **Mercedes Fernandez**, Director of the BRAVO Leadership Forums, at bravoprogram@as-coa.org | [rolling submission deadline](#)