

PINELANDS CREATIVE WORKSHOP (PCW)

Number of Placements: 1

Placement Site: St. Michael, Barbados

URL: <http://www.pinelandscreativeworkshop.org>

Field/Subject Area:

Open to all York students who meet the eligibility criteria

Position Description:

The intern will assist in the management and implementation of community building projects focusing on Capacity Development, career and business development, Cultural Industries and Development.

Specific tasks will include:

- Writing project reports
- Managing and delivering training workshops
- Story Writing (Journalism)
- Web page/Social Media management
- Managing Project Implementation
- Marketing Research
- Conducting impact assessments

Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.

Expected work hours: 9am - 5pm, Monday to Friday (occasionally on some Saturdays)

Qualifications

- Project Management skills
- Computer skills (Word, Excel, PowerPoint, Design)
- Writing skills
- Critical thinking
- Task/Goal Oriented
- Ability to work in a team and/or with minimal supervision
- Time Management skills

- Attention to detail
- Ability to take initiative

Language requirements:

English

Highlights of Organization/background information:

The MGRDC, the training arm of the PCW, was established in 1998 to implement and monitor specific activities under the PCW's Poverty Alleviation Program. The activities of the Poverty Alleviation Program were designed to provide those outside the social and economic net with rapid resources in order to improve their standard of living through education, employment, and the development of enterprise.

Since its inception the MGRDC has conducted training in the areas of Employment Preparedness, Social Development, Enterprise Development, Leadership and Capacity Development and Project Planning for approximately 669 persons from every parish in Barbados. Reading and Homework classes are offered to children as well.

The MGRDC is moving in the direction of increasing its services to better respond to the needs of its clientele by providing internet access, online technical support for the NGO and Small Business community; access to various forms and applications i.e. visa and passport, and bill payment services. In essence the MGRDC, will eventually become a one-stop community hub for social and economic resources.

As a means of sustainability and in efforts to test its model of community engagement and development among other CBOs/NGOs in the region, the MGRDC has placed emphasis on building strategic partnerships with the agencies within the UN family, the OAS and the private sector and other critical International development Agencies to support regional initiatives.