

PINELANDS CREATIVE WORKSHOP

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 engage in research that will form the basis for program and project proposal development. This will extend to the implementation and monitoring and evaluation of programs.

Specific tasks will include:

- Conducting research to inform proposal development or guide organisational focus
- Managing the implementation of Projects and Programs
- Engaging in the delivery training based on expertise
- Development of journalistic pieces on programs and projects suitable for further dissemination e.g. website, print and electronic media
- Assisting in Web Page/Social Media Management
- Development and implementation of Marketing strategies
- Conducting M & E and 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

- Research and Analytical skills
- Project Management skills
- Understanding of proposal writing
- ICT skills (Word, Excel, PowerPoint, Design, Social Media)
- Writing and oral communication 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 and meeting set deadlines

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.