

# Internship at the OECD Mexico Centre

The OECD Mexico Centre for Latin America is looking for **1 intern** who will contribute in supporting the Public Affairs Directorate of the OECD in their **Partnership, Marketing and Fundraising (PMF)** team **in its projects of the Forum Engagement Group: Future of Work, Climate and Health**, with the main purpose of new partner acquisition in Latin America.

## Tasks:

- Compile a list of **potential partners** (foundations, companies and knowledge partners) involved in the fields related the Forum Engagement Groups.
- **Analyse the partners** based on 3 specific requirements: COVID-19, thematic and due diligence.
- **Update the PMF pipeline** on a weekly basis to ensure more relevant information is shared with the PMF team.
- **Translate into Spanish** the information to be sent to potential FEGs.
- Support to the **planning and logistics** activities of virtual meetings with potential FEGs.
- Elaborate **monthly reports** according to the actions taken around the project of FEGs.

The selected candidate will work under the direct supervision of the PMF Manager of the OECD Mexico Centre.

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## Definition and scope of the internship

An internship is designed for interns to gain experience in the activities of the Organisation, particularly in the field of their studies, under the supervision of experienced OECD Officials.

An internship at the Organisation is open to all interested candidates **who are enrolled as a student** in an educational or research institution recognised as such by the Organisation.

The duration of this internship at the OECD Mexico Centre is for a **fixed-term period of 3 months**, which may be renewed once or more, subject to the prior approval of the Sending Institution, up to a total period not exceeding 12 months.

## Who can apply?

Internships are open for students who:

- Are **enrolled in a full-time degree programme** for the duration of the internship in a field or discipline related to the work of the OECD;
- Have an excellent command of Spanish and of one of the two official languages of the OECD (English and French). For this internship excellent command of **English** is required;
- Possess solid **quantitative and IT skills**;
- Demonstrate excellent **drafting and communication skills**;
- Are capable of working in multicultural and **international team environment**.

## Contact and deadline

If you are interested, please send your **CV and Cover letter** (English version) to Samantha Sánchez ([samantha.sanchez@oecd.org](mailto:samantha.sanchez@oecd.org)). Please note that only short-listed candidates will be contacted.

Expected starting date for this internship is **October 4th 2021**, so please make sure we receive your application before COB August 27th, 2021. Applications received after this deadline will not be considered.