Our Cabaña offers a unique programme based in the Girl Guide/ Girl Scout methodology: active, fun interesting and filled with adventures that provide new experiences and explores Mexico’s culture and traditions. With events designed for every aged group, our participants will feel at home, they will also have the opportunity to do service in our community with the help of experienced staff.

Throughout the year, we offer many sessions and international events with various themes like: tradition, adventure, ecology, and gourmet discovery. These events vary in length and content, and they are open for every member of WAGGGS. We also give service to groups in regular, individual or custom events with a “Bed and Breakfast” modality.

We also offer the opportunity for active WAGGGS members around the world apply for internships at Our Cabaña to learn skills that will further their academic or career goals, while contributing to the delivery of our services.

The objectives of Our Cabaña Intern Programme are the same as outlined by the World Centres Committee for any World Centre volunteer:

* Gain valuable work experience and life skills such as leadership
* Learn about WAGGGS, its MOs, themes, projects, regions and World Centres
* Share the international friendship that Girl Guiding and Girl Scouting offers
* Support Our Cabaña by helping the Centre operate effectively
* Participate/facilitate in activities or workshops relating to community leadership or advocacy
* Experience the unique culture of Mexico, through its traditions, history and people
* Gain an international experience, learn about different cultures through the diversity at the Centre

**Communications Intern – Role Description:**

Communications Interns will develop professional skills while supporting with the implementation of Our Cabaña’s strategic marketing plan and support creating an effective branding strategy that increases bookings as well as guest engagement.

**Specific Duties:**

* Support on the delivery of the Our Cabaña Communications Plan to ensure high quality promotion and visibility of the Centre via social media platforms, the website, corporative image, shop products, the design of promotional materials, news bulletins, among other.
* Assist with the implementation of Our Cabaña’s Marketing Strategy and promotional plans
* Assisting with communications work during events
* Taking part of the Our Cabaña’s Staff activities to enhance guests’ experience
* Serving as an “on duty person”, “First Aider” or covering guest reception when required
* Maintaining a positive and efficient working environment for all staff and volunteers

**Essential Requirements**

* Qualifications or demonstrable experience in communications, marketing, graphic design, social media or other related areas.
* Excellent computer literacy, including demonstrable experience working with Microsoft Office, Dropbox, Skype, Google Drive,
* Demonstrable experience on video and/or image editing and the use of programs such as Illustrator, PSP, Indesign, Premiere, After Effects, iMovie, etc.
* Photography skills
* Positive and proactive approach to the challenges an internship role may present
* Excellent written and spoken English and Spanish
* Awareness and sensitivity to different communication styles
* Response calmly to stressful situations with professional integrity
* Willingness to learn and undergo training when required

**Desired Requirements**

* Understanding of WAGGGS and the World Centers
* Flexibility to effectively manage in a constantly changing and challenging environment, while being empathic and helpful to others
* Any additional foreign language skills
* Knowledge of Our Cabaña and Mexico
* Understanding of WAGGGS and the World Centers

**Eligibility**

* Applicants must currently be active members of a WAGGGS Member Organization
* The position is subject to visa restrictions

**Reporting to:** Communications Coordinator / Our Cabana World Centre Manager

**Location:** Our Cabaña World Centre, Cuernavaca, México

**Duration:** 6 months

**Interns will have access to**

* Free Shared Accommodation provided by Our Cabaña
* All meals provided by Our Cabaña
* Wireless internet
* Uniform provided by Our Cabaña
* Staff days out and other social outings
* Laundry facilities
* Possibility to apply for a travel grant