

Job Description

Job Title:	Summer Intern	Job Category:	Commercial
Department/Group:	Business Development and Marketing & Communications	Job Code/ Req#:	
Location:	ORIA	Travel Required:	No
Level/Salary Range:		Position Type:	Intern
Job Holder:			

Job Purpose

The Cayman Islands Airports Authority is seeking a reliable and enthusiastic Summer Intern to support both the Business Development and Marketing & Communications departments. This rotational internship offers valuable hands-on experience in strategic planning, stakeholder engagement, public relations, branding, and business analysis within an airport environment. The intern will gain exposure to key areas of airport business operations, while contributing to ongoing initiatives that enhance the airport's visibility and growth.

Dimensions

The post-holder will be a member of a small team that manages the airport's aeronautical and non-aeronautical revenue generation centers and its relationships with clients such as airlines, retail and food and beverage operators, ground handlers and advertisers, as well as its marketing and communications initiatives, both to internal and external stakeholders.

Role and Responsibilities

Business Development

- Assist in market research and data analysis to support new business opportunities
- Assist with the compilation of reports, presentations and briefing materials for internal and external stakeholders
- Support stakeholder outreach and coordination efforts
- Assist in tracking key performance indicators (KPIs) and maintaining business databases
- Participate in planning and administrative tasks related to commercial activities and tenant relations
- Contribute to special projects focused on enhancing revenue, tenant services and passenger experience

Marketing & Communications

- Support content development for social media, newsletters, and public announcements
- Assist in event planning and execution for community engagement and public relations activities

- Help monitor media coverage and compile reports on marketing performance
- Contribute to branding, promotional materials, and digital marketing campaigns
- Provide general administrative support to the communications team, including documentation and filing
- Participate in special projects such as internal communications campaigns, customer experience initiatives, or digital media enhancements

Qualifications, Education and Experience Requirements

Currently enrolled in a college or university programme (preferably in marketing, communications, business or a related field)

Preferred Skills

- Strong writing, editing, and verbal communication skills
- Familiarity with social media platforms and content creation tools is a plus
- Detail-oriented with strong organisational and time management skills
- Ability to work independently and collaboratively in a professional environment
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Assignment & Planning of Work

The Business Development Manager, Marketing Manager or Marketing Assistant will provide day-to-day management and direction; however, the post-holder is expected to use their initiative, experience, knowledge and judgement on a regular basis to effectively deal with matters as they arise.

Supervision of Others

The post-holder will have no supervisory responsibilities but will be expected to work collaboratively with other members of the wider Commercial and Customer Service team, as well as with other CIAA departments and other airport service providers.

Other Working Relationships

Internal:

- Senior Management Team (C-Suite)
- All Staff

External:

- Guests
- Airport Partners
- Tenants
- External consultants, contractors

Safety Responsibilities

The post holder has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives, and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;

- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

Additional Notes

N/A

Working Conditions

The working conditions of this role will predominantly be those of a normal office environment, however, there maybe some exposure to operations outdoors.

Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:		Date (dd/mm/yyyy):	
Reviewed/Updated By HR:		Date (dd/mm/yyyy):	