



WWF Singapore
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JOB DESCRIPTION

Position title: Communications Intern (Campaigns)

Reports to: Campaign Manager

Duration: Minimum of 3 months, preferably 6 months (year round requirement).

About World Wide Fund for Nature, Singapore (WWF)

WWF Singapore is a Singapore-registered charity, founded by WWF International - the global conservation organization. WWF Singapore works with corporate partners in Singapore for best practices in natural resource management, engages in communications and outreach to raise awareness of critical environmental issues and collaborates with WWF offices in the region to raise funds for important conservation programmes. The WWF Singapore office also provides a hub for regional staff of WWF and supports WWF's operational functions. It works with government, business, other NGOs and the local Singapore community to spearhead efforts to build the region's expertise in planning and managing natural resources wisely.

Major Functions: The Communications Intern will implement campaign and communication strategies that will enhance the WWF brand profile and positioning, as well as support fundraising and outreach activities for WWF Singapore.

Major Duties and Responsibilities:

- Brainstorm ideas and support Campaign Manager in developing collaterals and other external communication materials. Media monitoring, develop media coverage reports and campaign reports.
- Research statistics and reports relevant to WWF's activities for inclusion in various communication materials.
- Coordinate with agencies, partners and sponsors as needed.
- Provide assistance in communications functions that support fundraising and public outreach activities of WWF Singapore across relevant target groups
- Identify opportunities for increasing WWF's visibility in Singapore
- Provide communications support in the organisation of workshops/ conferences/ events/ meetings so as to achieve WWF Singapore targets and to strengthen the WWF brand

Required qualifications:

- Undergraduate student in Marketing, Communications or related field
- Preferably some experience in Marketing/Communications/Project Management

You need to:

- Be a self-starter with high level of drive.
- Be able to work independently.
- Have great organisational skills, attention and dedication to details.
- Be a thinker and a doer.
- Be digitally savvy.
- Ideally, have experience in project management and collaborations with external partners.

This job description covers the main tasks. Other tasks may be assigned as necessary according to organisational needs.

Interested candidates should email a CV and a cover letter with the title "Communications Intern - Campaigns" to hr@wwf.sg.