



WWF *for a living planet*[®]

WWF Singapore
354 Tanglin Road #02-11
Tanglin International Centre
Singapore 247672

Tel: (65) 6730 8100
Fax: (65) 6730 8122
info@wwf.sg
wwf.sg

JOB DESCRIPTION

Position title: Communications Officer (Intern) – WWF Tigers Alive Initiative
Reports to: Communications Manager
Duration: Immediate – Till Dec 2017

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 Duties and Responsibilities:

- Support the WWF Tigers Alive team with internal communications by providing timely and regular updates to the WWF Network
- Liaise with and support WWF tiger range country offices on messaging, campaigns and communications related to tigers and TX2
- Plan and create monthly social media content for posting and sharing with the Network; specifically on Inside Tx2, Twitter, Instagram, Facebook and, when needed, other affiliated sites
- Support development of #doubletigers asset package – including brand guidelines, Tx2 messaging, development of FAQ, etc
- Support in the monitoring of media trends related to tiger conservation, and help flag issues where necessary, and propose communication opportunities
- Develop content pipeline of multimedia updates, human-centred stories and communication materials, etc. to be pushed on social media platforms and Inside Tx2
- Assist in the layout of reports, documents and creation of infographics on an as-needed basis

Required qualifications:

- Undergraduate students/ Bachelor's degree 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, and potentially work in remote areas for short periods of time
- Have great organisational skills, attention and dedication to details.

- Be a thinker and a doer.
- Be digitally savvy.
- Have strong writing skills and an ability to pitch an interesting story angle
- Well-versed in Microsoft Word, Powerpoint, Excel and be comfortable with using Adobe InDesign, Photoshop, and video-editing software
- 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 Officer – Tiges Alive” to hr@wwf.sg.