



**WWF Singapore**  
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## **JOB DESCRIPTION**

**Position title:** Communications Intern (CA|TS)

**Reports to:** Senior Communications 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 Duties and Responsibilities:**

- Obtain communications materials and stories for social media postings from team members and daily Google searches for tiger-related stories
- Create and publish social media content; specifically on Inside Tx2, Twitter, Instagram, Facebook and, when needed, the RFA and CA|TS sites
- Generate novel ideas for short-term communication series, work profiles, etc. to be pushed on social media platforms and Inside Tx2
- Liaise with WWF tiger range country offices on campaigns and communications
- Assist as needed with events and campaigns
- Assist in the layout of team documents and graphics 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.
- 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 – CA|TS” to [hr@wwf.sg](mailto:hr@wwf.sg).