



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: Education Intern
Reports to: Education Manager
Location: Singapore
Duration: 3 to 6 month contract

I. Mission of WWF Singapore: To ensure a high performing WWF office with professional and skilled staff, and strong education outreach. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual donor fundraising, major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.

II. Major Functions: As part of the Education team, you will be working to support the research, curriculum development and event management and other related activities for WWF Singapore.

III. Major Duties and Responsibilities:

You will support the Education Department in the implementation of the school engagement and fundraising programmes, and undertake the following major tasks, as well as other tasks assigned to you from time to time. You will support the Education Team in:

- Research and education resource creation
- Event management for education and outreach
- Basic administrative work and housekeeping for education unit.
- Any other ad-hoc work related to Education activities of WWF Singapore

IV. Profile:

Required Qualifications

- Minimum "A" level graduate with an interest in Science
- Graduate students are also welcome to apply
- Proficient IT skills for communication and productivity
- Excellent verbal communication skills
- "Can Do" attitude with interest in education activities

Open to challenges
Passionate and determined to make a difference
Strong team player

V. Working Relationships:

Internal – Report to Education Manager and work closely with education team to support all activities."

External – Spread the knowledge and conservation awareness to the schools, students and public to engage them through our education programmes.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from the staff. Other tasks may be assigned as necessary according to organisational needs.

Interested applicants can email a cover letter and CV in English to hr@wwf.sg with subject line "WWF Education Intern.