



for a living planet®

JOB DESCRIPTION - INTERNSHIP

Position title: Communications Assistant, Biodiversity (intern)
Reports to: Communications Director
Date: June 2018

I. Context

WWF's European Policy office seeks to appoint a full-time (38 hours per week) Communications Assistant (intern) to provide support in the communications department on media and social media work related to biodiversity, agriculture and forests.

We are looking for a dynamic and innovative young professional, a graduate, with strong communications and social media skills, a keen interest in environmental policies, as well as basic knowledge of the workings of the European institutions and policy making.

This position will be responsible for supporting WWF EPO's communications activities in the areas of biodiversity, agriculture and forests. The candidate will report to the Communications Director, with a close working relationship with the members of the Natural Resources unit.

II. Major duties and responsibilities

The below tasks will all be executed in close collaboration with the responsible policy officers in each field:

§ Project communications:

Support the implementation of communications deliverables for two projects (on terrestrial biodiversity in the Mediterranean region, and on nature restoration/rewilding), in close coordination with our NGO partners; including publications, media work, social media materials, events.

§ Biodiversity policy communications & awareness raising:

1. Support the delivery of WWF EPO's contribution to WWF's global communications strategy to raise awareness on the value of biodiversity;
2. Support EPO's policy goals on a post-2020 biodiversity strategy and the EU's position towards the 2020 Convention for Biological Diversity (CBD); coordinate WWF's European network on communicating on EU biodiversity policy;
3. Support WWF global campaign on the issue as and when appropriate to an EU audience;
4. Identify opportunities for utilising WWF campaigns and products for an EU audience (such as reports, upcoming Our Planet Netflix series, Earth Hour 2019/2020);

5. Organisation of events, press conferences and film screenings, production of videos and publications, social media engagement with a broad variety of audiences.

§ **Communications on other issues:**

1. Support EPO's policy objectives on agriculture and forests by identifying and prioritising opportunities; coordinating the network; media and social media work; close coordination with policy officers on these issues;
2. Support for other policy areas as required.

III. Required qualifications and skills

- § Degree in communications, political or environmental sciences, as well as interest in and basic understanding of EU environmental affairs;
- § Excellent written and spoken English, other EU languages an asset;
- § Excellent written and verbal communication skills, including experience in writing and editing texts of different styles tailored to different audiences;
- § Ability to express complex scientific or policy advice with clarity;
- § Social media experience, familiarity with engaging audiences through the most common channels (such as Twitter, Facebook, LinkedIn, Instagram) and knowledge of innovative tools and applications;
- § Strong organisational, time-management and multi-tasking skills and a keen eye for detail;
- § Strong team player able to work effectively in a global network setting;
- § Be flexible, resourceful and innovative, including the ability to work with new technologies and basic graphic design tools; video editing skills a plus;
- § Knowledge of media relations at EU level an asset;
- § Adheres to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

IV. Working relationships

Internal – The post is located in Brussels. The intern will report to the Communications Director or a member of the communications team (tbd). They will also work closely with EPO policy officers on biodiversity, agriculture and forests.

They will also be working closely and maintaining regular contact communications staff across the WWF network in Europe.

External - The intern will interact with media, partner NGOs, as well as third party suppliers as required i.e. graphic designers, photographers, consultancies, translators etc.

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

Approved by Director: _____

Date: _____

Accepted by Staff member: _____

Date: _____