JOB DESCRIPTION - Internship

Position title: Campaign Assistant (intern)

Reports to: EU Campaigner

Date: May 2020

I. Mission of the Department:

The WWF European Policy Office (EPO) functions as a major policy and public affairs hub of the WWF network and works to achieve WWF’s global mission by leading the WWF network to shape EU policies impacting on the European and global environment.

Deforestation, forest degradation and the conversion of ecosystems (such as savannahs) are key drivers of the climate emergency, and are also known to cause other severe environmental and social impacts.

EU consumption is a key driver not only of deforestation but also of the destruction of other ecosystems around the world, linked to commodities such as soy, palm oil, cocoa or meat, of which the EU is a top importer. We are concerned: at the moment, there is nothing that stops products linked to deforestation from entering the EU market. We need a new EU law to stop this. WWF EPO is launching a campaign to address this, which might cause a lasting change for the rest of the world. You can contribute to this, join our campaign team!

II. Major Functions:

The Campaign Assistant supports the campaign efforts of the EPO deforestation team towards delivering their 2-year campaign #Together4Forests on deforestation and EU consumption. The Campaign Assistant supports the EU Campaigner, senior policy officer and the communications officer in their campaign development, providing admin support, conducting policy research, and supporting the planning and implementation of campaign actions.

III. Major Duties and Responsibilities:

Support the EPO deforestation team in planning and carrying out their campaign work with the WWF network, other NGOs and towards the EU decision-making institutions. We expect the campaign assistant to offer dedicated policy, campaign and admin support, including:

General:
- Help with the coordination of the WWF EU and NGO network: organizing calls, meetings, workshops, and follow up actions
- Support the drafting of emails, briefings, positions papers, letters and carrying out research of relevance to the EPO deforestation team
- Create and update systems for project management monitoring such as tracking sheets
- Help with admin-related tasks such as raising purchase requests, preparation of presentations and minute-taking, but also coordination of external suppliers for campaign tools and materials
Specific:
- Support in organisation of online and offline stunts, actions, events including logistics and creative work
- Support with development and monitoring of campaign tools
- Provide social media support and analysing statistics when needed (e.g. Twitter, Facebook, social media ads)
- Support with development of communication materials (e.g. infographics, social media posts, gathering visuals, updating web pages, preparing briefings or policy papers) for different audiences
- Assist in the monitoring of campaign relevant activities or political developments on national and European level (alert about opportunities & threats for policy and campaign action - have an ear on developments)
- Carry out and update stakeholder analysis on a regular basis
- Support outreach work to business by identifying relevant market players, establishing contact and organising meetings.

IV. Profile:

Required qualification
- A relevant Degree in economics, political science, communications, forestry, EU law, science, European studies or similar
- Sound knowledge of the EU legislative processes and policy formulation in the European Parliament, Council and European Commission an asset.

Required skills and competencies
- Strong written and verbal communication skills in English, and an ability to communicate complicated messages clearly to different audiences including through written materials and presentations
- Highly organised and detail-oriented, incl. excellent time management skills, with the ability to balance diverging demands and interests
- Flexible attitude and ability to identify opportunities and work individually
- Good research skills
- Basic understanding of EU policy
- Experience with project management and event management
- Capacity to build strong networks and relationships
- An interest in, and commitment to, environmental and conservation issues.

V. Working Relationships:

Internal: This post is located in Brussels and reports to the EU Campaigner, with a dotted line to the Senior Forest Policy Officer. Working closely and maintaining regular contact with WWF European offices and WWF EPO staff, is of importance.

External: This post may interact closely with EU institutions and stakeholders upon the guidance of WWF EPO.

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.