

COMMUNICATIONS INTERN

We are seeking a promising and self-motivated Communications Intern to support the long-term growth and success of Conservation International's communications for the Asia-Pacific Field Division for a period of 3-6 months. The intern will have opportunities to learn about Conservation International's work in more than 10 countries in the Asia-Pacific, the role of communications in supporting conservation goals and to interact with people across different areas of expertise.

The Conservation International University Internship Program is open to diploma or undergraduate students in local polytechnics or universities reading Communication Studies, New Media, or related fields.

About Conservation International

Conservation International works to spotlight and secure the critical benefits that nature provides to humanity. Since our inception in 1987, we've helped to protect more than 6 million square kilometers of land and sea across more than 70 countries. Currently with offices in 29 countries and 2,000 partners worldwide, our reach is truly global. Building upon a strong foundation of science, partnership, and field demonstration, Conservation International empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity.

In Singapore, Conservation International envisions a vibrant, resilient and sustainable city for generations to come and aims to empower the community to protect nature through individual and collective action. Conservation International Singapore's country program is focused on community engagement and education, capacity building through student internships, and exploring and supporting innovative solutions for conservation science and research.

Conservation International Values

We expect that all employees will embrace the values of our organization:

- **Passion:** Inspired by people and by nature, we are urgently compelled to drive change for a sustainable future.
- **Integrity:** We are honest, transparent and accountable for our actions.
- **Teamwork:** We work together as one CI, recognizing that inclusion, collaboration and cooperation are fundamental to achieving a healthy and prosperous world for all.
- **Respect:** We respect each other and work to earn trust, valuing our diversity of cultures, talents, and experiences.
- **Courage:** We pursue our vision, taking bold action, persevering and overcoming challenges.
- **Optimism:** We are optimistic about the capacity of people to be caring, generous and brilliant, and believe that with partners, we can inspire humanity to create a better future.

Location

Singapore (remote-working)

Must have stable and secure internet access for work.

About the Project

The Communications team provides communications support to the offices in the Asia Pacific region and works to engage the wider world in Conservation International's mission through external communications, partnership, events and social media. The Communications Intern will help develop communication initiatives that helps promote Conservation International's work in the region.

About the Role

This position will report to the Communications Manager based in Singapore, and provide support for Conservation International's field programs in the Asia-Pacific in the form of one or more of the following areas:

1. Social media
 - a) Conceptualizing engaging campaigns on our social media channels to grow and maintain followers
 - b) Responsible for creating and implementing monthly editorial calendar
 - c) Managing social media content
 - d) Crafting compelling copy and visuals for posts, ensuring brand consistency in tone, voice and terminology
 - e) Monitoring social channels and social listening
2. Design
 - a) Supporting graphic design for various print and digital materials
 - b) Creating graphics for video content

Qualifications

- Current enrolment in a Singapore polytechnic or university (or gap year), reading a diploma or undergraduate degree in Communication Studies, New Media, or related fields.
- Proficiency and confidence in spoken and written English.
- Communicators will have strong copywriting and editing skills to create content for various platforms from print to digital, with the ability to adapt content for various audiences.
- Designers will be able to translate needs to create compelling layouts that inspire and should have experience using Adobe InDesign and Photoshop.
- Candidates should be able to work independently and with remote teams.

Desirable Qualities

- Well organized, self-motivated, driven.
- Interest and/or experience in nature and conservation.

Benefits

The intern will be provided with a monthly stipend of SGD 1,000 for a 5-day work week.

Application

To be considered for this internship, please apply to singapore@conservation.org with the subject “**Application: Communications Intern – [full name]**” and the following attachments:

1. Curriculum vitae.
2. Cover letter, which should include the applicant’s interest in working with Conservation International’s field programs in the Asia-Pacific and any relevant experience working in an NGO or environmental conservation setting.
3. Period of availability.
4. Portfolio and writing samples.

Shortlisted candidates will be invited for an interview.