

# ECO-UNESCO

Ireland's Environmental Education  
and Youth Organisation



## Internship Opportunity 2017

Are you energetic, enthusiastic and motivated?

Are you passionate about the environment?

Do you enjoy working with young people?

Are you looking for a challenge?

If you answer yes to all of the above questions then an internship with  
ECO-UNESCO could be the one for you!

<b>Title:</b>	<b>Communications and Marketing Assistant</b>
<b>Reporting to:</b>	Communications and Fundraising Officer
<b>Key responsibilities:</b>	<p><b>Marketing:</b></p> <ul style="list-style-type: none"> <li>• Assisting the production of publications including liaising with external suppliers on the design and printing.</li> <li>• Assisting with the coordination of participation in external events and exhibitions.</li> <li>• Assisting with the organisation and delivery of marketing plans for ECO-UNESCO programmes and events.</li> <li>• Support the development of ECO-UNESCO's Google AdWords campaigns.</li> <li>• Preparing reports for marketing campaigns.</li> </ul>
	<p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• Preparing press releases and liaising with media.</li> <li>• Assist with the development, implementation and monitoring of the organisation's external communications.</li> <li>• Assisting with the implementation of the Social Media strategy</li> <li>• Assisting in the production of monthly e-news</li> <li>• Supporting the implementation of the Communications plan for the Young Environmentalist Awards and the ECO-UNESCO Youth Forum.</li> <li>• Preparing reports</li> <li>• Other duties as requested.</li> </ul> <p><i>This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended.</i></p>

<b>Experience, Knowledge, Skills and Disposition</b>	<ul style="list-style-type: none"> <li>• Experience in working in a similar marketing/communications role.</li> <li>• Excellent organisational skills.</li> <li>• Excellent computer skills.</li> <li>• Be flexible</li> <li>• Capable of working on own initiative and as part of a team</li> <li>• Experience in the voluntary sector with a genuine interest in development of young people and/or environmental protection</li> <li>• Some knowledge of the education system in Ireland (desirable)</li> </ul>
<b>Time commitment:</b>	We are seeking a candidate who is available to start immediately. This is a full-time position - 35 hours per week (Monday-Friday) for a period of 6-9 months.
<b>Location:</b>	ECO-UNESCO's office at 9 Burgh Quay, Dublin 2.
<b>Job purpose:</b>	This is great opportunity to <b>gain valuable work experience</b> at the same time as contribute to raising awareness of environmental issues among young people.
<b>Please note:</b>	<p><b>This is an unpaid internship/volunteer position offering on the job work experience and mentoring.</b></p> <p><b>Garda Vetting is a requirement for all volunteer and paid roles in ECO-UNESCO.</b></p> <p><b>ECO-UNESCO has an Equal Opportunities policy and all employees are expected to develop an understanding of and commitment to equal opportunities.</b></p>
<b>Closing Date of application:</b>	Interested candidates should forward our short application form, a CV, and a cover letter if desired, including the title of the position applied for in the subject line of the email to: <a href="mailto:admin@ecounesco.ie">admin@ecounesco.ie</a> by <b>Friday, 28<sup>th</sup> July.</b>