

# ECO-UNESCO

Ireland's Environmental Education  
and Youth Organisation



## Internship Opportunities Spring 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!

### Current Vacancies:

- Education and Youth Assistant (3 positions available – part time)
- Communications and Marketing Assistant (1 position available – full time)
- Graphic Designer (1 position available – part time)
- Administration and Reception Assistant (1 position available – part time Monday, Tuesday, Wednesday only)

<b>Title:</b>	<b>Education and Youth Assistant (3 positions available)</b>
<b>Reporting to:</b>	Environmental Youth Officer <i>and/or</i> Youth for Sustainable Development Officer/Coordinator ( <i>depending on position</i> )
<b>Key responsibilities:</b>	<ul style="list-style-type: none"><li>• Assisting with the running of a range of Environmental Education and Education for Sustainable Development programmes and projects</li><li>• Preparing materials and assisting in the delivery of different training courses and workshops to children, young people and adults</li><li>• Helping with the set- up and set- down of training rooms, printing handouts and gathering workshop material</li><li>• Assist with other educational programmes and ECO-UNESCO work areas as requested</li><li>• Research of workshop content and material</li><li>• General administration tasks, including input of data in Salesforce database and Excel spreadsheets</li><li>• Undertake any other such relevant duties as directed</li></ul> <p><i>This role description is not to be regarded as exclusive or exhaustive. It is</i></p>

	<i>intended as an outline indication of the areas of activity and can be amended.</i>
<b>Experience, Knowledge, Skills and Disposition</b>	<p><b>Desirable experience/knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience or knowledge of Environmental Education with a background in science/biology/botany/ ecology/environmental studies/climate change</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Experience or knowledge of Education for Sustainable Development/Development Education with a background in ESD/DE/international development/international relations/global studies</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Experience or knowledge of youth work/community work/education/training</li> </ul> <p><b>OR</b> a combination of the above or similar</p> <ul style="list-style-type: none"> <li>• Experience working with young people and/or volunteers</li> <li>• Good general office administration and computer skills</li> <li>• Be self-motivated, energetic, positive and creative</li> <li>• Good communications skills</li> </ul>
<b>Time commitment:</b>	The successful candidates should be able to start in March 2017. These positions are for part-time - 20 hours per week - Monday to Friday (schedule of days/times will be agreed with the successful applicants) – for at least 4 months (March to June 2017).
<b>Closing Date of application:</b>	<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 <u>10 am, Monday, 27<sup>th</sup> March.</u></b>

<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 the organising 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>• Supporting the implementation of the Communications plan for the Young</li> </ul>

	<p>Environmentalist Awards Final Showcase and Ceremony</p> <ul style="list-style-type: none"> <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>• An ability to work in a team.</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</li> </ul>
<b>Time commitment:</b>	The successful candidate should be able to start in April 2017. This is a full-time position - 35 hours per week (Monday-Friday) for a period of 6-9 months.
<b>Closing Date of application:</b>	<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 <u>10 am, Monday, 27<sup>th</sup> March.</u></b>

<b>Title:</b>	<b>Graphic Designer</b>
<b>Reporting to:</b>	Communications and Fundraising Officer
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Have experience in designing print-ready material (portfolio-optional) using illustrator, Photoshop, Indesign and Microsoft packages on a PC platform (ESSENTIAL)</li> <li>• Be flexible, creative and willing to work as part of a team. (ESSENTIAL)</li> <li>• Be able to meet deadlines (ESSENTIAL)</li> <li>• Have an interest in the environment / young people (DESIRABLE)</li> <li>• Photography and video-editing skills (DESIREABLE)</li> </ul>
<b>Responsibilities Include</b>	<ul style="list-style-type: none"> <li>• Designing and editing promotional materials, educational resources, leaflets, posters etc. using text and image;</li> <li>• Producing visual content for the ECO-UNESCO website and social media including infographics;</li> <li>• Liaising with ECO-UNESCO Communications Officer throughout projects, making edits as required;</li> <li>• Communicating with printers and other outside suppliers;</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>Time commitment:</b>	The successful candidate should be able to start in April 2017. This is a part-time position - 20 hours per week – for 6 months.
<b>Closing Date of application:</b>	<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 <u>10 am, Monday, 27<sup>th</sup> March.</u></b>

<b>Title:</b>	Administration and Reception Assistant
<b>Reporting to:</b>	Office Manager
<b>Key responsibilities:</b>	<p>Assist with daily administrative tasks, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Reception – first point of contact, answering phones, taking messages, responding to enquiries, handling post, offering people information regarding the organisation and our programmes</li> <li>• Organising and storing information, creating and maintaining databases</li> <li>• Managing room bookings and associated tasks</li> <li>• Using a CRM database system – Salesforce</li> <li>• Administrative duties such as filing, typing, internet research, post, photocopying etc.</li> <li>• Assisting the National Director with research projects, data management etc.</li> <li>• Project Support – assisting with admin for some of ECO-UNESCO's projects and programmes</li> <li>• Maintaining office equipment, first aid kits, stationery and office supplies</li> <li>• Monitoring health and safety in the building</li> <li>• Maintaining the upkeep and cleanliness in all areas of the building</li> <li>• Setting up for meetings</li> <li>• Assisting the office manager in any other duties as required</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>Time commitment:</b>	The successful candidate should be able to start in March 2017. Part-time position - 20 hours per week – Monday, Tuesday and Wednesday. At least for 4 months (March to Jun/2017).
<b>Closing Date of application:</b>	<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 <u>10 am, Monday, 27<sup>th</sup> March.</u></b>

### General Information:

<b>Time commitment:</b>	Please check details given for each individual position.
<b>Location:</b>	ECO-UNESCO's office at 9 Burgh Quay, Dublin 2 (near O'Connell Bridge), with

	some travel to schools, youth clubs etc. for training sessions for relevant positions.
<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>Those are a non-paid intern positions offering on the job work experience.</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><u>10 am, Monday, 27<sup>th</sup> March.</u></b>