

Opportunities at ECO-UNESCO

Fundraising and Communications Intern

This is a great opportunity to get practical experience in a busy Irish NGO. If you have a passion for youth development, are enthusiastic, motivated with fundraising and communication skills then we would love to hear from you.

About ECO-UNESCO

ECO-UNESCO is Ireland's environmental education, training and youth organisation and a Key Strategic Partner of UNESCO for its Global Action Programme in Education for Sustainability. Through the provision of a wide range of environmental programmes and services, ECO-UNESCO delivers a wide range of youth, education and training programmes across Ireland to promote the personal development of young people through practical environmental projects. Working with over 10,000 young people annually we seek to raise awareness of environmental issues.

ECO-UNESCO are seeking a **Fundraising & Communications Intern** to assist the organisations development and growth.

The Role:

This is a position of responsibility within ECO-UNESCO. As Fundraising & Communications Intern you will work to increase funding to ECO-UNESCO, build public awareness of ECO-UNESCO's programmes and manage engagement with members, participants, the general public and the media.

Reporting to: Fundraising & Communications Officer of ECO-UNESCO
Location of post: ECO-UNESCO'S Headquarters in Dublin 2
Time commitment: Full/time (20 hours per week, 4 hours per day Mon-Fri)
3 months from start date

Personal Specification (E – Essential; D- Desirable)

Qualifications	3 rd Level Qualification in a related field	E
Experience		
	Fundraising, marketing, communications, event management	D
	Mixed media production	D
	Working with a young target group (i.e. second level and youth work sectors)	D
Knowledge, Skills and Disposition		
	Excellent organisational skills	E
	Excellent communications and interpersonal skills	E
	Excellent writing, analytical and computer skills	E
	Ability to work to tight deadlines and under pressure	E
	Ability to manage a complex workload	E
	Working knowledge of Salesforce or a similar Customer Relationship Management system	E
	Working knowledge of graphic design packages	D
	Knowledge of the youth work sector and Irish education sector in Ireland would be an advantage	D
Disposition		
	Be a self starter with a positive, can do attitude at all times	E
	Be dependable and flexible	E
	Be committed to working as part of a team with a commitment to the values and principles of ECO-UNESCO	E
	Be able to take direction	E

Duties

Supporting the Fundraising & Communications Officer in their role.

General

-Cross channel promotion of activities to target groups, participants and members

Funding

-Identifying funding opportunities
-Developing and implementing a fundraising plan for the organisation

Media & Social Media

-Writing press releases
-Media monitoring
-Creating content for digital and traditional consumption

Promotion:

-Promoting ECO-UNESCO at relevant events held by outside bodies

Information

-Production of ECO-UNESCO's monthly e-bulletin and newsletter
-Publishing materials including information leaflets, posters and flyers
-Generating and disseminating appropriate promotional information and materials, including leaflets and presentations

Event Management

-Assisting with the organisation of ECO-UNESCO key events such as the annual the Young Environmentalist Awards

Remuneration: This is an unpaid position

Closing Date for receipt of Applications: 5pm on the 26th October 2018

Please send a copy of your CV along with a Cover Letter to:

Email: mary.fleming@ecouneso.ie

Applicants may be placed on a panel for positions that may arise in the future.

