

ECO-UNESCO

Ireland’s Environmental Education and Youth Organisation

### Opportunities at ECO-UNESCO

### Communications Assistant - Internship

This is a great opportunity to join an organisation that is making a real difference to the lives of young people and the environment. If you have a passion for the environment, social media, are enthusiastic, motivated with online platforms and design skills then we would love to hear from you.

**Salary:** Unpaid internship

**Reporting to:** Communications Officer

**Location:** Dublin 2

**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.

**The Role:**

ECO-UNESCO seeks a Communications Assistant-Intern. This is a position of responsibility within ECO-UNESCO. You will oversee some aspects of the Communications Department, including social media, website, newsletter and design.

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| **Reporting to:** | Communications Officer |
| **Location:** | ECO-UNESCO’S Headquarters at 9 Burgh Quay, Dublin 2. |
| **Time:** | To be decided/ As per availability |

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| **Key responsibilities** |
| **Social Media**   * Assisting in the creation of new engaging content for online platforms, including blog pieces, articles, social media posts, newsletters, and videos * Writing engaging copy for use on relevant social media platforms. * Research about environmental trends and issues to share with our audience * Engaging with online community and respond to comments and requests. * Creating weekly plan for social media * Scheduling social media * Creating social media reports   **Website**   * Writing content for ECO-UNESCO’s blog   **Events**   * Online events assistance   **Other**  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. *ECO-UNESCO reserves the right to reassign staff as appropriate and necessary.* |

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| **Personal Specification** | | |
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| **Experience** | |
| * Previous experience working as a community manager in a similar role or alternatively a background in social media ideally from a similar industry. * Experience with Facebook, Instagram, LinkedIn, Twitter, and YouTube is essential. * Knowledge of Hootsuite or similar programs to manage online postings on different platforms. * Knowledge of design tools (Adobe package) * Experience creating and editing videos * Strong writing and verbal communication skills | |
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| **Disposition** | |
| Be a self-starter with a positive, can-do attitude | |
| Be dependable and flexible | |
| Be committed to working as part of a team and to the values and principles of ECO-UNESCO | |
| Be able to take direction | |

Closing Date for receipt of Applications – **midnight Friday 21st August 2020**

**Please send a copy of a completed Application Form with a Cover Letter to:** [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie)

Please mark in subject line *Employment Opportunities – Communication Assistant – Internship (Private and Confidential)*

By completing and submitting this form you consent to ECO-UNESCO processing the personal data provided to assess this application for employment. No further processing of your data will occur beyond this purpose.

ECO-UNESCO will retain this application for up to 12 months, after which it will be deleted.



ECO-UNESCO

APPLICATION FOR INTERNSHIP

Please complete all sections of the form.

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| --- | --- |
| Internship applied for: | Communication Assistant - Internship |
| Where did you see the post advertised? |  |

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| --- | --- |
| Personal Details | |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Address |  |
| Phone |  |
| E-mail |  |

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| Skills you wish to acquire | |
| Please list the skills you wish to gain through an internship at Eco-UNESCO |  |

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| Previous Employment/Internship/Volunteering, if applicable. | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |

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| Education and Qualifications | | | |
| School / college / university… | From | To | Qualifications |
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| Language Skills | | | | | |
|  |  | Fluent | Moderate | Learning | None |
| ENGLISH | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| IRISH | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| Add additional languages (with levels), or comments: | | | | | |

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| Relevant Experience  Detail how your skills and experience meet the requirements set out in the Job Description | |
| Social Media Management | Please provide details… |
| Design Tools | Please provide details… |
| Video Editing | Please provide details… |
| Blogging | Please provide details… |
| Relevant environmental interests | Please provide details… |

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| Experience & Skills Checklist Yes/No | |
| **Experience** |  |
| Previous experience working as a community manager in a similar role or alternatively a background in social media ideally from a similar industry. |  |
| Experience with Facebook, Instagram, LinkedIn, Twitter, and YouTube is essential. |  |
| Knowledge of Hootsuite or similar programs to manage online postings on different platforms. |  |
| Knowledge of design tools (Adobe package) |  |
| Knowledge video editing |  |
| Experience doing social media reports |  |
| A strong interest in the environment international development and working with young people. |  |
| **Knowledge and Skills** |  |
| Knowledge of the youth work sector and education system in Ireland |  |
| Knowledge of international development issues including climate justice & food security |  |
| Excellent communications and interpersonal skills |  |
| Ability to critically analyse data and make appropriate decisions |  |
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| **Disposition** |  |
| Be a self-starter with a positive, can do attitude at all times |  |
| Be a problem solver and creative |  |
| Be dependable and flexible |  |
| Be committed to the values and principles of ECO-UNESCO |  |
| Be committed to working as part of a team |  |
| Be able to take direction |  |

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| Statement of motivation  Tell us what interests you most about what we do and why you wish to be a part of it. |
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| Additional Questions | | | |
| If successful, what is the earliest date that you could start the internship? |  | | |
| Schedule  Please provide details of someone of what days and times would suit you. You can write ‘morning’ or ‘afternoon’ or specify the times. | | | |
| Monday | |  |
| Tuesday | |  |
| Wednesday | |  |
| Thursday | |  |
| Friday | |  |

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| Declaration | |
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO: | |
| Signature of Applicant |  |
| Date |  |

Please e-mail your completed form to [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie) or return it by post to:

Internship Opportunities

Communications Assistant

ECO-UNESCO

9 Burgh Quay

Dublin 2

Ireland