

# Friends of the Earth Ireland – Ciarán King Internship Programme

## We're recruiting a Communications Intern

July 2013

### The Opportunity

Friends of the Earth is an environmental campaigning organization whose mission is to shift the balance of Irish policy and practice in favour of environmental justice and sustainability at home and internationally.

Every year we recruit one or two interns to join our staff team for 6 to 9 months. Friends of the Earth is a small, nimble organization. We work closely and flexibly as a team to advance the organization's goals, values and mission. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time.

Our internship programme is named in honour of Ciarán King, a generous and committed supporter who died in 2010.

### The Position

As Communications Intern you will

- Prepare and post material on our website, Facebook and Twitter streams.
- Handle queries from supporters and members of the public.
- Support the communications-related work of the Director, the Campaigns Manager and the Fundraising Manager (there will be *some* data input!)
- Participate as a full member of staff in organizational activities and meetings.

### The Person

We're looking for someone who wants to help us change the world. We'll recruit the person with the best mix of the following (we don't expect anyone to tick all these boxes).

#### **Skills, experience, outlook**

- Use of Facebook (ok, we do expect this!)
- Use of Twitter
- Experience of updating websites.
- Knows their way around an Excel spreadsheet (bonus points if you can use an actual database – we're just learning).
- Good research skills.
- Good writing skills (not only in 140 characters, but that's a good start).
- Interest in environment, current affairs, politics (but we don't expect you to be able to name more than 2 senators).
- Involvement in environmental, social or student activism a bonus.
- Self-motivated, happy to work independently.

- Ability to work as part of a small team.
- Share our vision of a sustainable Ireland in a just world and a commitment to our mission and values.
- Willing to muck in and take on any task, big or small.

### **The Nitty Gritty**

The internship is for 6 to 9 months by agreement with the successful candidate.

It's 3 days a week in the office in Dublin (17 to 21 hours a week).

If the successful candidate is eligible for Jobbridge we will endeavour to facilitate that.

Accountability and support: You will initially report to the Director.

This is a voluntary position but we offer a token per diem to cover transport and coffee, it might stretch to a sandwich if your commute is cheap.

### **The next steps**

To apply, please send a CV, together with an email letter of application outlining why you'd like to work for Friends of the Earth and why you're the person for the job, to [jobs@foe.ie](mailto:jobs@foe.ie). Please include the position you're applying for in the subject line of the email.

**Closing date for applications:** Thursday 29<sup>th</sup> August (midnight).

Interviews will be held in the week beginning the 9<sup>th</sup> September.