**EAAFP Internship programme**

**External Relations Assistant**

1. **Introduction**

The East Asian–Australasian Flyway Partnership (EAAFP) is a voluntary regional Partnership that serves as the key international framework to enhance collaboration for the conservation of migratory waterbirds and the sustainable use of their habitats along the East Asian-Australasian Flyway (EAAF). Currently, the EAAFP has 37 Partners made up of governments, international organizations, NGOs and the private sector. The Secretariat of the EAAFP is located in Songdo, Incheon, Republic of Korea and conducts a range of activities coordinating the day to day work of the EAAFP (e.g. communication with international and local Partners, liaising with the host country and city, organization of workshops, raising awareness for the public, fundraising activities, organization of the Meetings of Partners (MOPs) every two years). The main operating language of the Secretariat is English.

1. **Job description**

* Position title: External Relations Assistant
* Type of contract: Fixed-term (6 months)
* Work percentage: 100% (full time)
* Work hours: 09:30 – 18:30
* Official language: English
* Expected starting date: mid-late March 2021 (negotiable)
* Reporting to: External Relations Manager, Chief Executive
* Supervisor: External Relations Manager

1. **Duties and responsibilities**

EAAFP is seeking a highly motivated individual for a full-time internship position of External Relations Assistant. This assignment will include but not limited to following responsibilities:

1. **Resource mobilization support:** support the planning and implementing various fundraising strategies and digital marketing tools; support the external relations manager in identifying potential donors (government, philanthropic organization, corporate, and individual donors) and developing proposals in English; support the production of EAAFP promotion souvenirs; update and maintain the ‘Support Us’ page on the EAAFP website; support the identification and outreach to celebrity ambassadors; provide support in creating innovative approach in engaging youth globally for promoting the mission of the EAAFP.
2. **Partnership and outreach events:** provide assistance in planning and implementing various partnership engagement and outreach events that take place internationally and locally; attend the external relationship/fundraising related events in Korea as assigned by the ER manager.
3. **Support for coordinating the EAAFP Finance Sub-Committee**: set up the online committee meetings; draft meeting minutes, follow up on the Committee’s recommendations by assisting the ER manager.
4. **Support the management of the Volunteer Programme:** assist the regular update of the volunteer applications, liaise between candidates and the office in matching the right candidates with the team. Support the development of the corporate volunteer programme and a promotion campaign involving volunteers.
5. **Recruitment Support:** Check the EAAFP Secretariat official email account regularly for new applications; update and advertise intern vacancies; assist recruitment process of new intern/volunteer; prepare administrative documents for internal review, interview and final selection; respond to inquiries from applicants/candidates; provide a brief introduction of Internship Programme to selected candidates and new interns.
6. **Translation Support:** assist in preparation of meeting agenda and program, and logistics; provide translation and simultaneous interpreting; provide translations of English and Korean for meetings, events and newsletter.
7. **Team Support – Other duties**

* Research and website management: Update and maintain the EAAFP website, blog and social media channels.
* Administrative Support: Support daily administrative task, such as preparing correspondence, shipping mails, meeting preparation.

*※ Intern’s duties can be changed subject to the office circumstances.*

1. **Qualifications:**

* Enrolled university students or graduates majoring in communications, marketing, business administration, international relations, environment, biology and/or other related fields.
* As the Secretariat’s working language is English, full competency of using English (both written and spoken) is required. Additional EAAF languages (e.g. Korean, Chinese, Russian, Japanese, Thai, Vietnamese, Mongolian, Bahasa Malaysia, etc.) skills are a plus.
* Well-developed computer skills (Word, Excel, PowerPoint)

1. **How to apply**

Please submit the set of documents listed below by email to [secretariat@eaaflyway.net](mailto:secretariat@eaaflyway.net) **no later than 5th February 2021.**

* [EAAFP Internship Application Form](http://www.eaaflyway.net/documents/EAAFP-Internship-Application-Form.doc)
* CV/résumé
* A personal statement: Describe your motivations, reason for applying and career goal (up to one page).
* A sponsorship letter (if you have a sponsor to this programme)
* A reference letter when requested.