

Friends of the Earth – Ciarán King Internship Programme

We're recruiting a Communications and Supporter Relations Intern

June 2014

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.

We are recruiting a Communications and Supporter Relations Intern 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 and Supporter Relations Intern you will

- Prepare and post material on our website and social media.
- Handle queries from supporters and members of the public.
- Play an important role in maintaining our supporter database, and supporting our migration to a new database / CRM* package.
- Assist with supporter relations administration.
- Support the communications-related work of the Director, the Campaigns Manager and the Supporter Relations Manager.
- Assist the Supporter Relations Manager in the recruitment of new supporters and development of existing supporters, carried out in house or by outside agencies.
- Participate as a full member of staff in organizational activities and meetings.

*CRM means "customer relationship management"

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.
- Use of Twitter.
- Experience of updating or managing websites.

- Knows their way around an Excel spreadsheet.
- Experience with database packages an advantage.
- Good research skills.
- Good writing skills.
- Interest in environment, current affairs, politics.
- 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

Our standard intern placement is 6 months but there may be flexibility and the actual period will be by agreement with the successful candidate.

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

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 application email outlining why you'd like to work for Friends of the Earth and why you're the person for the job, to internships@foe.ie.

Closing date for applications: Sunday 29th June 2014.

Interviews will be shortly after that.