

## **EAAFP Internship programme**

### **External Relations & Foundation 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 39 Partners made up of governments, international organizations, NGOs and the private sector. The Secretariat of the EAAFP is located in 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 EAAFP Foundation was established in 2019 to contribute to providing the Partnership with a mechanism to support sustainable financing and expand its engagement with various types of organizations for the conservation of migratory waterbirds and habitats in EAA Flyway. As an integral part of the Secretariat, the Foundation contributes to achieving the mission of EAAFP which conserves migratory waterbirds and their habitats along the EAAF. The main operating language of the Secretariat and the Foundation is English.

#### **2. Job description**

- Position title: External Relations & Foundation Assistant
- Type of contract: Fixed-term (6 months)
- Work percentage: 100% (full time)
- Work hours: 09:30 – 18:30
- Official language: English
- Expected start date: Late December 2021 or early January 2022 (negotiable)
- Reporting to: External Relations Manager, Foundation Coordinator

#### **3. Duties and responsibilities**

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

##### **1) Administrative Support**

- Performing a wide range of administrative tasks including preparing and/or processing administrative requests/documents for the operation of the EAAFP Foundation.
- Supporting the arrangement of the regular Foundation Board meetings.
- Developing and updating administrative systems to make them more efficient.

##### **2) Support for the management of the EAAFP Foundation**

- Supporting the planning, monitoring and evaluation of the Small Grant programme and other projects run by the EAAFP Foundation.
  - Assisting in maintaining the donor relations of the Foundation: developing promotional materials and coordinating the interview with donors.
  - Coordinating the quarterly release of the e-newsletter of the Foundation.
  - Assisting the translation and publication of articles related to EAAFP in English and Korean.
  - Other support sought for planning and implementing promotion campaigns.
- 3) Partnership and outreach events:** provide assistance in planning and implementing various partnership engagement and outreach events that take place locally; attend the Korean relationship/fundraising related events as assigned by the supervisor.
- 4) Meetings & Projects & Translation Support:** Assisting/Coordinating in preparation of briefing note, meeting agenda, program, minutes and logistic of Foundation projects; providing translation and simultaneous interpreting; providing translations of English and Korean (or other languages) for meetings and events and news articles.
- 5) Website Management Support:** Maintaining and improving the contents of the Foundation website.

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

#### **4. Educational Requirements, Minimum Qualifications & Credentials:**

- Enrolled university students or graduates majoring in communications, marketing, media, business administration, international relations, environment, biology or any other related discipline.
- As the Secretariat's working language is English, full competency of using English and Korean (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 and WordPress)

#### **5. How to apply**

Please submit the set of documents listed below through email to [secretariat@eaaflyway.net](mailto:secretariat@eaaflyway.net) **no later than 12 December 2021.**

- [EAAFP Internship Application Form](#)
- 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.