

# EdenWorld Initiative

<b>Vacancy #:</b>	Intern Job ID (EDW-INT001)
<b>Location:</b>	Remote
<b>Reporting to:</b>	Program Manager
<b>Work percentage:</b>	40%
<b>Expected start date:</b>	1 <sup>st</sup> September 2021
<b>Type of contract:</b>	Fixed term (4 months)
<b>End of Contract:</b>	22 <sup>nd</sup> December 2021
<b>Remuneration</b>	This is a non-paid position but with data support of ₦10,000 monthly.

## BACKGROUND

EdenWorld Initiative was founded in 2017 and driven by the passion to promote human harmony with nature and enhance connectivity among all ecosystem to maintain their functions. Our work spans through knowledge sharing, Capacity building, advocacy, and ecosystem restoration.

## JOB DESCRIPTION

EdenWorld Initiative is seeking a motivated candidate for an intern to support the work related their knowledge sharing, capacity building, advocacy, and project management. This is a remote working position but may require the candidate to join meetings and events in person if needed.

Our placement offers valuable work experience toward the candidate's professional development, increasing its skills and knowledge, networking skills and global topics of concern related to biodiversity conservation, sustainable food production, and climate change. As an intern, you will work as part of a team in advocacy outreach, project management, and communications.

The intern, under the supervision of the Program Manager and working with Board members located in different time zones and regions, will accomplish the following tasks:

- Assist in project planning and implementation, outreach activities and be the main focal communication point between stakeholders and parties, and the project team, as per the engagement strategy.
- Assist in the drafting of short briefs and position papers to respond to an established engagement strategy for partnership, official meetings, and other kinds of relevant events
- Support in the drafting of web stories, infographics, brochures, and other communication assets to enhance the dissemination of key messages
- Assist with organizing online meetings.
- Conduct other task/emerging issues assigned by the supervisor to ensure the effective implementation of activities.

## REQUIREMENTS

Preferably a student or current graduate student in relevant fields, such as Forestry, Environmental Science or Management, Agricultural studies, Political Science, International Relations, Public Policy, or other related field.

- Availability during regular business days, ready to commit **3hours in a day, and three days in a week**. This is a flexible position.
- Communication: Speaks and writes clearly and effectively to others,
- Knowledge of basic design tools to improve the presentation of documents and develop communication assets such as infographics, brochures, social media cards, etc
- Ability to stay organized, passion for learning, and work independently with minimum supervision
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views
- Excellent writing and editing skills in English.

## APPLICATIONS

Interested applicant should submit their CV and statement of interest to [contact@edenworld.org.ng](mailto:contact@edenworld.org.ng) and copy [tomiyosishadrackbola@gmail.com](mailto:tomiyosishadrackbola@gmail.com). The vacancy closes at midnight, Canada time, Vancouver (GMT-7), 25<sup>th</sup> August, 2021. Please note that only selected applicants will be personally contacted for interviews.  
[www.edenworld.org.ng](http://www.edenworld.org.ng)