

JOB DESCRIPTION

Position title: Panda Labs Communications Intern, WWF-Viet Nam
Location: Ho Chi Minh City
Date: November 2020

I. Background

About WWF

WWF was one of the first International non-government organizations working in Viet Nam. In 1995, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. One of our greatest strengths is the diversity of our workforce, from many nationalities and backgrounds, working together and sharing common objectives. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

About Panda Labs

Panda Labs is the innovation program of WWF with a focus on accelerating and amplifying emerging technologies and citizen science with positive social and environmental impacts. It's a global community of decentralized innovation labs experimenting with human-centered approaches, technologies, partnerships, & finance to solve the most complex, urgent environmental problems. Big problems often mean big opportunities. We have the mandate to try new things, take risks, and experiment with new approaches to how we solve problems, and collaborate with new allies.

II. Major Functions:

The position of Panda Labs Communications Intern is an exciting opportunity to support a variety of Panda Labs related tasks from communications, logistics, database updating to other diverse admin tasks.

III. Major Duties and Responsibilities:

- Support the innovation coordinator in activities planning and the general operation of Panda Labs Viet Nam
- Assist in planning, writing and, managing e-newsletters
- Update Panda Labs web page with current events, relevant news, publications;
- Design event/program fliers, graphics and other communication materials
- Collaborate with staff on new ideas, directions, and tools for innovation in conservation
- Arrange logistics for meetings/events
- Communicate with external stakeholders per request from the supervisor
- Other tasks assigned by the supervisor as appropriate

IV. Profile:

Requirement & Qualifications:

- From fresh graduate (or + 2 years of experience) majoring in sustainability and environment-related curriculum, business development, project management, content development or marketing, in both English and Vietnamese

- Excellent interpersonal and communication skills
- Good planning & organizing skills; problem-solving skills
- Disciplined and have the ability to handle sensitive information confidentially
- Excellent English skills
- PC literacy and experience with MS Office applications, Adobe suites
- Had experience in organizing events
- Demonstrate WWF behaviors' in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

