



Background

Reef-World conducts innovative and ground breaking work in the field of marine conservation. We inspire people to use their coastal resources sustainably and empower them to become stewards for the marine environment through education and capacity building, particularly through sustainable marine tourism. As a small team, our efforts reach all corners of the globe by working hard to achieve incredible outputs.

We need a passionate person, dedicated to marine conservation, who wants to support our work from our office in the Philippines. This exciting role requires design and communication experience, ideally with some marketing knowledge and the ability to support the daily administrations associated with our marine conservation projects. This is an opportunity to transport the skills typically confined to the computer to the surroundings of the tropical Philippines and beyond.

You will become an integral part of the team, supporting international conservation efforts from behind the scenes, by leading the promotion and development of the educational materials and campaigns associated with the UN Environment's Green Fins initiative. This is an opportunity for someone to really leave their mark and make a difference. We are looking for someone to take a proactive approach and get involved with team discussions about future developments and goals, bringing fresh new ideas to make our conservation message reach even further based on previous experience.

Position Title

Design & Communications for Conservation Internship

Location

Dumaguete, Negros Oriental, Philippines.

With the chance to join Green Fins activities within the Philippines and SE Asia.

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Climate and Weather

The weather is obviously tropical and is subject to two major weather patterns throughout the year, the wetter Habagat (South West) season that typically runs from May to October and the drier Amihan (North East) season that runs from November to April.

Duration

This internship position is for a minimum duration of 6 months from July or August this year; however there might be room for some flexibility depending on individual cases. Your working hours will typically be 9am to 5.30pm, five days a week (Saturday and Sunday off) so that you can take the opportunity to explore Filipino culture and immerse yourself in the tourism industry you will be helping lead towards a more sustainable future.

Costs and Amenities

Unlike other organisations, Reef-World do not have any internship programme fees. This is an unpaid but supported role. Interns are responsible for their own transport arrangements to the Philippines and insurance, and onward travel to Dumaguete. Reef-World will provide accommodation. Interns will be required to cover their living costs, such as gas and electricity, food & drink, insurance, visa extensions, mobile phone costs and personal luxuries. Due to our experience, we can help you keep these subsistence costs extremely low. In the office, you will have access to WiFi Internet and a network server that contains your own file space (up to 100GB) and the use of other office equipment such as cameras.

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Roles and Responsibilities

Activities may include, but are not limited to:

- **Graphic Design** – assist with the development, updating and strengthening of Reef-World's brand, and that of its main marine conservation education and awareness programme, Green Fins. Candidates must be proficient in the use of Adobe Creative Suite (preferably Photoshop, Illustrator and InDesign). Please provide information on your experience in your application with links to work carried out.
- **Website Design** – Maintain and support two websites with regular updates and fresh content reflecting the work carried out by Reef-World and its partners.
- **Project Marketing** – developing new and maintaining existing project marketing strategies and campaigns, updating multiple social media sites, networking management, writing promotional content, newsletters and blogs.
- **Administrative based work** – organisation of media libraries (Adobe Lightroom), database management, cataloguing project documentation, managing correspondence of incoming enquiries, organising logistics for national and international trips and helping maintain a functioning office environment.
- **Fundraising** – investigate fund raising opportunities, promote the Reef-World online donation scheme and correspond with international donors and funding partners.
- **Educational Outreach** - development and design of Information & Education Campaigns (IECs) and presentations. Presenting to diverse audiences in a variety of locations such as delivering lessons in the field or classroom with the possibility of working with children.

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Professional Development Outcomes

Experience gained may include, but is not limited to:

- **Marine conservation** – experience working in the marine conservation sector, achieving tangible outputs for the benefit of the coastal environment.
- **Design** – become adept at managing the finer details of large amounts of design work for an international audience. Creating and editing posters, handbooks, web content, training presentations, etc.
- **Time management** – multi-tasking and organisational skills developed in project planning towards deadlines.
- **Project planning, development and implementation** - exposure and professional experience developing concepts and managing projects within a developing country.
- **Experience working for an NGO** – experience working with modest resources to achieve high quality, International, conservation outputs.
- **Team skills** – ability to work independently and as part of an international and multicultural team.
- **Networking** - establishing a network of peers within the field of marine conservation.
- **Writing and editing** – writing in a variety of different styles to tailor the conservation message to various audiences.

Qualifications and Pre-requisites

The placement is open to nationals of all countries but due to the sensitive nature and advanced level of work to be carried out there are some necessary skills and qualifications required by Reef-World in order to qualify for application and be accepted on the Internship Programme.

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- The individual must be older than 21 years of age.
- Experience in Design and/or Marketing.
- Must be able to speak and write English fluently. Other languages such as Asian or European languages would be useful, particularly Chinese, Japanese or Korean.
- Interested in marine conservation and sustainable diving & snorkelling.
- Have own laptop with Adobe Creative Suite software.
- Ability to use basic MS Office Word, Excel and PowerPoint.
- Must be a qualified diver with BSAC, SSI, NAUI, TDI/SDI, CMAS, PADI or equivalent.
- Experience in website design not necessary but preferable.
- An adventurous spirit, with experience of travel in developing countries.

How to Apply

Please send us your latest CV and cover letter, summarising your relevant experience, future aspirations in the marine conservation sector and outlining what you hope to achieve with The Reef-World Foundation. We will then get back to you after the team has reviewed your application and let you know if we would like to pursue your application.

Email us at: apply@reef-world.org

Good luck!



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