Terms of Reference for
ICLEI Southeast Asia Secretariat
Communications Intern

1. About ICLEI – Local Governments for Sustainability and the ICLEI Southeast Asia Secretariat

ICLEI – Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The ICLEI Southeast Asia Secretariat, based in Quezon City, Philippines, currently serves ICLEI Members in the Philippines, Indonesia, Malaysia, and Thailand. Established in 1999, ICLEI SEAS currently has 62 members from the aforementioned countries.

ICLEI SEAS assists Member local governments by designing, promoting, and drawing external support for programs and campaigns that develop local resiliency and sustainability. We enter partnerships in order to build a regional and national policy environment that strengthens local governments and promotes local sustainability. We bring local government leaders together with experts, industry leaders, academics, and national international agencies for exchanges on potential solutions to a wide range of urban challenges.

Over the past years, ICLEI SEAS has gained recognition for its efforts in empowering local governments in Southeast Asia by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes.

We continue to inspire local action for regional and global sustainability.

2. General Functions

The Communications Intern (CI) will be part of ICLEI SEAS and will be involved in internal and external communications work, including knowledge management, development and production of communication materials, member and stakeholder engagement, and media engagement, among other communications roles.

3. Tasks and Learning Opportunities

As a voluntary unpaid internship, this opportunity is solely based on the initiative and interest of the potential CI. The internship may be part of the compulsory study program/curriculum of the applicant but could also be based on the personal interest and motivation of the potential Intern.

Different from paid internships, the expectations regarding the outputs of a voluntary intern will be limited and the opportunities for the CI to learn will be given more weight.
Specifically, the CI will experience being involved throughout the strategic communication process in the development sector and in an international context. The intern will also learn about sustainability initiatives by local governments throughout Southeast Asia, as well as the sustainability projects that have been accomplished and are currently being implemented by ICLEI SEAS.

4. Specific Duties and Responsibilities

| 3.1. Employment Agreement | 3.1.1. The CI position will be offered for a minimum of one month, subject to modification based on the academically-required internship hours of the applicant. For non-academic internships, internship hours and length will be discussed with the applicant. |
| 3.2. Location | 3.2.1. The ICLEI SEAS office is located at Units 3-4, Manila Observatory, Ateneo de Manila University, Barangay Loyola Heights, Quezon City. 3.2.2. Face-to-face orientation and closing meetings at the start and end of the internship, respectively, may be requested at the ICLEI SEAS office. Afterwards, the CI will be expected to report to work fully online, subject to modification based on the prevailing pandemic and alert level restrictions. |
| 3.3. Working Hours | 3.3.1 Full-time internship of 40 hours per week for a 4-week internship, or part-time internship of 20 hours per week for an 8-week internship, subject to modification based on the academically-required internship hours of the applicant. For non-academic internships, internship hours and length will be discussed with the applicant. |
| 3.4. General Role Brief | 3.4.1. Assist the ICLEI SEAS Communications Officer in knowledge management 3.4.2. Assist the ICLEI SEAS Communications Officer in social media management, strategy, and content creation 3.4.3. Assist the ICLEI SEAS Communications Officer in creating strategies and content for member and stakeholder engagement 3.4.4. Assist the ICLEI SEAS Communications Officer in media engagement 3.4.5. Assist the ICLEI SEAS Communications Officer in supporting the communications needs for the different projects implemented by ICLEI SEAS |
3.5 Key Duties and Responsibilities | Assist the ICLEI SEAS Communications Officer in knowledge management

- 3.5.1. Assist in the creation of tools and systems for institutional memory

Assist the ICLEI SEAS Communications Officer in social media management, strategy, and content creation

- 3.5.2. Create a one-month content calendar for ICLEI’s social media channels
- 3.5.3. Research sustainability, climate action, and climate change news and features about Southeast Asia’s local and regional governments for posting to ICLEI SEAS’ social media channels
- 3.5.4. Create social media captions and if necessary, images, for chosen news and features
- 3.5.5. Create social media captions and if necessary, images, for the milestones and accomplishments of the different projects implemented by ICLEI SEAS

Assist the ICLEI SEAS Communications Officer in creating strategies and content for member and stakeholder engagement

- 3.5.6. Create standard templates for soliciting contents, contributions, and story pitches from ICLEI SEAS Member cities.

Assist the ICLEI SEAS Communications Officer in media engagement

- 3.5.7. Assist in developing a contact database on environment and sustainability-related media journalists

Assist the ICLEI SEAS Communications Officer in supporting the communications needs for the different projects implemented by ICLEI SEAS

- 3.5.8. Proofread project writeups and articles and edit the corresponding photos for uploading to the ICLEI SEAS website as necessary
- 3.5.9. Create presentation templates and edit project presentations as necessary
- 3.5.10. Assist in the production and technical management of online stakeholder engagement meetings, webinars, etc. as necessary
- 3.5.11. Proofread and layout project reports as necessary

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<th>3.6. Direct Supervisor</th>
<th>3.6.1. ICLEI SEAS Communications Officer</th>
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3.7. Key Selection Criteria

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<th>3.7.1. Qualifications</th>
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<td>Currently taking up Bachelor’s degree in Journalism, Development Communication, Mass Communication, Communication Arts, Sociology, or other related fields. Other</td>
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courses may be considered provided that it is supported with equivalent extracurricular experiences

### 3.7.2. Working Competencies
- Proficiency in Microsoft Office, Google Suite, and Office 365 software is a must
- Experience in graphics design using Adobe Creative Suite or Canva is an advantage
- Excellent written and spoken English communication skills
- Experience in proofreading and editing is an advantage
- Experience in technical management of online events is an advantage
- Ability to handle multiple tasks without compromising both the quality of output/s and project deadlines
- Creative, motivated, with keen attention to detail, and highly organized

### 3.7.3. Corporate Competencies
- Interest in sustainable development and climate action is an advantage
- Ability to work independently with minimum supervision and as part of a dynamic group in multicultural environment
- Ability to work under pressure and express one’s self articulately and with tact
- Demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time without compromising quality and timeliness of deliverables
- Willing to work in an international context
- Being proactive and a self-starter is an advantage

### 3.7.4. Other Criteria
- Stable and reliable internet connection at home is a must
- Own desktop or laptop computer capable of running above mentioned software suites is a must

### 3.8. Compensation
ICLEI SEAS does not provide salaries/allowances to interns. As a voluntary unpaid internship, this opportunity is solely based on the initiative and interest of the potential CI.

However, allowances associated with expenditures incurred in official events and activities (e.g. transportation costs) required by ICLEI SEAS will be covered.
5. Applications

To apply, please submit a Cover Letter that demonstrates your experience, qualifications, career goals, and why you feel you would be the right choice for this position, along with your latest CV, coursework summary, and other supporting documents such as writing samples, graphics portfolio, and certificate of endorsement from your internship adviser (if applicable). You should also specify when you are able to start the internship and your expected internship length.

Please send all materials in ONE PDF FILE through email with the subject line “CI APPLICATION_ICLEI SEAS - [Last Name, First Name] to Chris Hidalgo, ICLEI SEAS Communications Officer, via chris.hidalgo@iclei.org. Failure to comply with the instructions provided above will disqualify the applicant from continuing to the next application stage.

Please use English for all communications. Only shortlisted candidates will be contacted. No phone calls will be entertained.

For more information about ICLEI Southeast Asia Secretariat, visit https://icleiseas.org/.