Organisational Profile

Founded by renowned primatologist Jane Goodall, the Jane Goodall Institute is a global nonprofit that empowers people to make a difference for all living things. Our work builds on Dr. Goodall’s scientific work and her humanitarian vision. Specifically, we seek to:

- improve global understanding and treatment of great apes through research, public education and advocacy
- contribute to the preservation of great apes and their habitats by combining conservation with education and promotion of sustainable livelihoods in local communities
- create a worldwide network of young people who have learned to care deeply for their human community, for all animals and for the environment, and who will take responsible action to care for them

Internship Profile

Coordination of Forest in One Day, JGI Belgium’s annual tree planting event. This includes:

- Contact with partners, schools, public venues and their technicians
- Creation of promotional material in various forms (poster, flyer, email invitation, etc.)
- Organizing the registration page on the website as well as numbers/accounts leading up to the event
- Coordinating publicity and communication with press before event
- Meeting with and organizing volunteers before the event
- Managing any issues during the event with volunteers, public, technicians, etc.
- Preparing all needed materials for the event (merchandise orders, book orders, pricing schemes, general materials for the registration and merchandise tables, etc.)
- Writing over overseeing the budget of the event
- Creating an event report consisting of activities and the financial details for the event in the week following – adding to guidelines where necessary
- Organizing a meeting with volunteers to get feedback on the event to transmit in the report

Intern Profile

The successful candidate should fulfil the following requirements:

- Interest and personal commitment to the Jane Goodall Institute mission and activities
- Fluent written and spoken English and either Dutch and/or French
- Experience organizing similar events and working with volunteers (continued on next page)
• Creative skills in design or promotion and related software is a plus
• Currently studying at a university level in a relevant field (biology, environmental studies, conservation, business administration, management, international relations, communication, public relations) or related work experience equivalent
• Good IT skills (Word, Excel, PowerPoint, Wordpress)
• Knowledge of communication and media work
• The intern should be self-motivated, well-organized, problem-solver, able to multitask, be flexible and a very good communicator