

GLOBAL GREEN COMMUNICATIONS INTERNSHIP

Application period for the program: Caribbean

Hiring manager: Caribbean Representative

Internship duration: 6 months

Duty Station: Saint Lucia (or remote from other OECS country)

The Global Green Growth Institute internship program (also called "Grow Green" Program) provides a unique learning opportunity for students and recent graduates from diverse academic backgrounds. The program is designed for talented and motivated individuals skilled in areas relevant to GGGI's operations. The program allows selected candidates to gain insight into the work of the Institute and provides assistance and training in various professional fields in a multicultural environment. We encourage qualified women and men, in particular, nationals of developing countries, with diverse professional, academic, and cultural backgrounds to apply.

GGGI has been operating in the Eastern Caribbean since 2017. In 2019, GGGI opened an office in Saint Lucia based at the OECS Commission, and OECS became the first regional member of GGGI. By virtue of this membership, GGGI works with the OECS Commission as well as OECS member countries to support a transition to green, resilient economies. This includes identifying and developing climate finance opportunities, increasing ambition and supporting implementation of NDCs, facilitating knowledge and capacity building, and increasing access to renewable energy and green jobs. Currently, GGGI's Caribbean program includes the Eastern Caribbean Green Entrepreneurship Initiative, focused on supporting small green businesses and creating green jobs in the region, support for the OECS Solar Challenge by mobilizing investment for solar power installation in the region and building capacity on supportive regulatory environments for renewable energy, and several projects developing innovative climate financing mechanisms including national climate funds, green bonds, debt-for-climate swaps, and public-private partnerships.

Current Opportunity

This is a unique opportunity to develop the social media presence and support all external communications for the GGGI Eastern Caribbean regional program. The position holder will promote a positive image of GGGI through content development, press releases, and social media posts in alignment with GGGI's strategy, regional and country objectives. S/he will oversee the provision of a range of services to the GGGI Eastern Caribbean team in the implementation of the communication and outreach plans, that includes:

- Conceptualize, create and design communication content (infographics, video, brochures, flyers), develop and publish content on GGGI's Caribbean social media platforms (Twitter, Facebook), and post and manage content on the GGGI Caribbean webpage
- Development of a communications plan for the GGGI Caribbean program
- Write and publish press releases on events and happening in the GGGI Caribbean program
- Coordinate with GGGI teams and partners on outreach related to current project and programs, harnessing different media to promote the GGGI Caribbean program.
- Support in branding and event-organization to connect and showcase GGGI's priorities, programs, capacities, and impact in the Eastern Caribbean region
- Contribute ideas and suggestions for improving the visibility and impact of communications related to the GGGI Caribbean program
- Monitor effectiveness of communications and outreach efforts
- Assess the quality-of-service delivery, anticipate challenges, provide remedial solutions to ensure service continuity of communication

S/he will be based in the GGGI Caribbean office located at OECS headquarters in Saint Lucia, or work remotely from a home base within the OECS region. The intern will report to the GGGI Caribbean Representative and work closely with other members of the GGGI Caribbean team. The intern will also closely coordinate with GGGI's Communication Unit in Headquarters.

Eligibility

Applicants to the GGGI internship program must at the time of application one of the following requirements:

- Be enrolled in a Bachelor's (final year), Master's or PhD program prior to internship assignment, or a recent graduate within the last 12 months.
- Be engaged or recently engaged in academic study in a field directly related to GGGI's work
- Possess an excellent command of English, and strong writing skills
- Citizen of an OECS member country

Qualification

- Engaged or recently engaged in a University degree in a field relevant to the assignment, including marketing or communications, environmental science, climate change, climate finance, sustainability, or engineering.
- Professional interest in green growth, sustainability or climate change
- Strong writing skills in English
- Proficient in the use of Microsoft Office applications (Outlook, Word, Excel and PowerPoint), and experience with document formatting
- Experience and proficiency with common social media platforms (Twitter, Facebook, LinkedIn, Instagram, other)
- Prior experience managing the social media presence of NGOs, non-profit organizations, or businesses is a plus
- Prior experience developing graphics or factsheets/brochures, and/or writing press releases is a plus
- Graphic design, document formatting, photography and/or video editing/production skills or experience are a plus
- Experience in the use of Microsoft 365 applications is desirable
- Experience in the use of Content Management Systems such as WordPress is desirable
- Experience with Adobe Suite applications such as Photoshop and Illustrator is desirable
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Selection Process

- Applicants must submit the following supporting documents:
 - Cover letter
 - CV
 - Writing sample
 - Sample of graphics/documents designed and/or links to social media accounts managed (optional)
- Applications submitted after the deadline will not be considered.
- GGGI evaluates applications based on: eligibility requirements, relevance of academic study and work experience (if any); and the level of interest and motivation to contribute to development work.
- Due to high volume of applications, only shortlisted candidates will be contacted.

Important information:

Duration: The internship program is for at least three months and up to six months. Once selected, interns must begin their internship either prior to or within 12 months of graduation.

Stipend: GGGI interns receive a monthly stipend of USD\$500 per month. All costs related to travel, insurance, accommodation, living expenses, and local taxes must be borne by either the interns or their sponsoring institutions.

Medical Insurance: Interns must present proof of valid medical insurance to GGGI upon returning the signed internship contract.



Confidentiality: Interns must keep confidential any and all unpublished information obtained during the course of the internship and may not publish any documents based on such information.

Academic Credit: Interns may get academic credit from their institution of higher education for the internship. Interns need to check with their university to confirm their academic credit policy for internships.

Working Hours: interns are expected to work during normal working hours. Leave should be pre-approved by the Intern Manager, and the latter should inform the Office of HR accordingly.

Learning Outcomes: before completion of the internship, Intern Managers are expected to review the learning outcomes with the intern.

Certificate: provided upon successful completion of the internship, upon request.