



## Office Intern

### Job description

<b>Title:</b>	Office Intern
<b>Reports to:</b>	Office Manager
<b>Salary:</b>	Travel Expenses paid
<b>Contract:</b>	6 Months

Elephant Family is a small dynamic NGO on a mission to save a forgotten species from extinction. We look out for both elephants and human families, funding pioneering solutions such as elephant corridors.

We work through a network of first class conservation partners, empowering local experts rather than imposing Western ideas on operations.

Massive loss of habitat has caused Asian elephant numbers to plummet by 90% in the last 100 years, earning them an unwanted place on the IUCN Red List.

In recent years Elephant Family has supported over 160 field projects in six elephant range states: India, Thailand, Indonesia (Sumatra), Malaysia (Borneo), Myanmar and Cambodia.

We are committed to:

- Changing government and corporate policy
- Delivering effective conservation projects with measurable outcomes
- Generating mass support for Asian elephant conservation

**We are looking for an enthusiastic and motivated intern** who can assist with a range of tasks mainly focusing on administration. This will include maintaining information systems, basic bookkeeping, coordinating I.T. support, and general administrative support, all of which are to ensure the smooth running of the Elephant Family office. It's a valuable opportunity to learn about the internal workings of a charity, with a chance to participate in everything, from event organisation to mail outs.

### Administration

- Act as the first point of contact for enquiries and ensure the appropriate response
- Provide general administrative support
- Open and distribute incoming mail and prepare outgoing mail, including special deliveries, e-mails and faxes
- Type letters and reports as required
- Maintain stationary supplies

- Maintain printer and order toner
- Maintain franking supplies and frank mail, including annual review and quarterly reports
- Arrange couriers
- Kitchen supplies

### **Fundraising**

- Support Head of Corporate fundraising with Trust & Foundation applications
- Research corporate partnerships Elephant family is eligible for
- Produce engaging staff fundraising ideas to engage corporate partners

### **Office Organisation**

- Coordinate Elephant Family meetings
- Set up the board room for all meetings, organise refreshments or lunch as required
- Update & manage the office diary

### **IT and other contractors**

- Being the point of contact with the IT firm and phone company
- Provide in-office IT support and computer setup

### **Stationary & General Office Duties**

- Order and monitor stationary supplies as and when needed.
- Keep office organised and tidy

### **Skills and Experience**

- Strong organisational skills with previous administration experience a plus
- Excellent front of house and telephone manner
- Demonstrated ability to manage own workload, with experience of research and collating data
- Able to work under minimal supervision and keep to deadlines
- Numerate and articulate with excellent working knowledge of Microsoft Office including Outlook, Word and Excel
- An understanding of basic book keeping (desirable)
- Corporate or charity of the year partnership experience (desirable)

### **Characteristics**

- Assumes responsibility for quality of work with a strong work ethic

- Problem solves creatively with a positive, can-do attitude
- Communicates in a clear straight forward manner, so that everyone understands
- Displays enthusiasm and openness to feedback, learning and direction
- Has passion and vision for Elephant Family's conservation work
- Acts appropriately and positively when confronted with frustration, opposition or pressure
- Pulls together information from different sources and comes up with alternatives
- Champions innovative ideas and is open to change and flexible ways of working
- Able to work as a team player within a small team in a challenging and fast-paced environment