

Internship period: Minimally 3 months



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## About

Nature Society Singapore is a non-government and non-profit organisation dedicated to the appreciation, conservation study and enjoyment of the natural heritage in Singapore, Malaysia and the surrounding region.

## Our Vision

To be Singapore's leading advocate of biodiversity & habitats

## Our Mission

With our evidence-based approach and partnerships with agencies, peers and corporates, we lead habitat and biodiversity conservation in Singapore and with partners in the region.

Through engagement, education, advocacy and research, we inspire and enable people to take action towards a sustainable and biodiverse planet.

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## Overview

We are seeking a proactive and enthusiastic outreach intern to join our team.

This internship offers the opportunity to gain hands-on experience in outreach strategies, community engagement, and project management. The ideal candidate will be a motivated self-starter with strong communication skills and a passion for making a positive impact in the community.

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## Key Responsibilities

- Assist in developing and implementing outreach strategies to engage with the community and key stakeholders
- Support the coordination and execution of outreach events and initiatives
- Create and distribute outreach materials such as flyers, brochures, and social media content
- Collaborate with internal teams to ensure alignment of outreach efforts with organizational goals
- Conduct research on target demographics and community needs to inform outreach strategies
- Assist in maintaining outreach databases and tracking outreach activities and outcomes
- Assist with administrative tasks related to outreach programs and events
- Represent the organization at community events and meetings as needed
- Assist in writing report and/or article for website/newsletter

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## Requirements

- Strong communication skills, both written and verbal
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office/Google suite, Canva and social media platforms
- Strong organizational and time management skills; independent
- Knowledge of community outreach principles and best practices is a plus

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- Passion for community engagement and making a positive impact
- Ability to adapt to a fast-paced environment and take on new challenges
- Must be detail-oriented and possess a positive attitude

### **Application details**

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Please follow the instructions listed below. Applications that fail to comply may not be considered.

1. Applicants should send their cover letter and resume to [ningxin@nss.org.sg](mailto:ningxin@nss.org.sg) with “Application for NSS Outreach Internship” as the email subject line.
2. Applicants should clearly state in their cover letter if this internship will be used to fulfil university credit-bearing internship requirements, where applicable.

Shortlisted applicants will be invited for an interview. NSS will inform shortlisted applicants regarding their application outcome two to three weeks from the interview period, subject to changes.

### **Allowance and Benefits**

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During the internship period, the intern will receive an allowance of SGD 1000 per month.

Benefits:

- Free participation in selected NSS events and programmes during the internship period
- Reimbursement for transport to offsite venues, where approved by the NSS Secretariat

### **Contact**

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Should you have any enquires regarding the internship, please contact [ningxin@nss.org.sg](mailto:ningxin@nss.org.sg).