

## **Ecotourism and Marketing Coordinator Internship**

The Ecotourism & Marketing Coordinator Intern is responsible for coordinating all aspects of the sanctuary's ecotourism projects; marketing and social media promotion; ecotourism partnership development; fundraising events; and volunteer program promotion and coordination. The Ecotourism & Marketing Coordinator Intern will work closely with the Development Manager and the Operations Manager on all responsibilities.

### **Responsibilities:**

- Ecotourism Coordination – coordinate all ecolodge and visitor bookings, manage ecotourism staff to prepare lodges, meals and visitors activities. Train staff in hospitality requirements including hosting ecolodge guests, assisting visitors with their requirements and engaging visitors and guests in our conservation work via educational presentations/talks.
- Event Coordination - schedule and promote on and off site events, coordinate all events bookings, manage ecotourism staff to prepare for events, manage and train staff to coordinate events, evaluate event success.
- Ecotourism & Event Development – assist with the development of new on-and off site events, promote and manage new events.
- Ecotourism Marketing & Promotion – research new platforms for promoting Tacugama's ecotourism projects, and develop media partnerships for promoting ecotourism, campaigns and volunteer programs – locally and globally.
- Website & Social Media Management – assist with website development, update the website with new events, campaigns, news items, and blogs. Write daily social media posts, monthly newsletters and ad-hoc campaign/marketing materials.
- Volunteer Program Coordination – coordinate all volunteer enquiries, bookings, and logistical support for volunteers. Promote the volunteer program and develop new volunteer partnerships (agencies/universities etc). Manage on-site volunteers and assist with all aspects of volunteer program development and marketing.
- Other tasks and duties as required to assist the management team.

### Requirements:

- A relevant qualification in sustainable tourism/ecotourism & hospitality/management (preferred)
- An interest/experience in wildlife conservation.
- Excellent administration and record keeping skills
- Good problem solving skills and ability to be adaptive
- Excellent communication skills
- Fluent in English (verbal & written)
- Computer literacy, including Excel
- Photography and graphic design skills are desirable.
- Willingness to work long/flexible hours
- A good sense of humour
- Ability to live and work closely with the rest of the team, comprising both western and local staff
- Patience and a willingness to work to different cultural values
- Suitable candidates must be able to commit for a minimum of 6 months
- **Acquire personal health insurance prior to arrival**
- **Provide evidence of a negative TB test and yellow fever vaccination prior to arrival.**

### Benefits:

This is an excellent opportunity to develop your management and ecotourism skills within a well established and continually developing wildlife conservation organization. This is a non-paying internship position providing on-site accommodation, one African style meal per day and weekly transport to the supermarket for you to purchase your own groceries. The chosen candidate is required to pay for their own airfare/travel expenses.

### To Apply:

Interested candidates should email a cover letter and CV to [info@tacugama.com](mailto:info@tacugama.com).

Tacugama is an equal opportunity employer and welcomes applications from all qualified candidates.