

Tacugama Chimpanzee Sanctuary is looking for a Campaign Coordinator

Tacugama Chimpanzee Sanctuary (TCS) is developing its Ecotourism Department which not only aims to ensure the Sanctuary has sustainable and eco-friendly practices, but also focuses on attracting visitors and tourists to partake in different events aimed at raising awareness about the forest, chimpanzees and their connection.

In that light, TCS is looking for a volunteer **Campaign Coordinator** to help develop this year's "*Chimp Week*" campaign – a week dedicated to raising awareness about the declaration of the Chimpanzee as the National Animal in Sierra Leone! The week comprises of daily events aimed at different audiences, including football tournament, slam-poetry night, art exhibition and Gala Night.

Main Roles & Responsibilities

- Work closely with the Ecotourism, Outreach and Operations team to develop a schedule for the Chimp Week to be hosted in November 2023;
- Propose and implement ideas for events to organise during the Chimp Week, guests to invite during some of the events, media coverage of the campaign, in order to increase the visibility of the campaign;
- Contact and meet relevant partners, organisations and stakeholders for their support during Chimp Week 2023. This include financial support, donation of goods and/or services (venue rental, catering, radio and TV promotion, goodies...), from national and international partners;
- Plan all activities and tasks needed to prepare the events. Coordinate the preparation for each of the events to make sure all the necessary is ready for the day of the event. This include close collaboration with external national partners and monitoring of their activities related to the events preparation;
- Coordinate the activities during the event itself and be supportive to answer any unplanned needs and issues;
- Send out invites and tickets to boost sales for each of the events of Chimp Week 2023. Keep track of the sales for each event;

- Develop the capacity of local staff to assist in the planning, preparation and implementation of the events;
- Learn about the “Chimpanzee National Animal Awareness & Protection Campaign” (CNAAPC) and propose an activity implementation plan for 2024;
- Conduct follow-up surveys about the Chimpanzee as Sierra Leone’s National Animal to assess the effectiveness of the CNAAPC thus far;
- Create a final report (financial and narrative) about Chimp Week 2023 campaign that can be shared with partners, organizations and stakeholders;
- Develop a comprehensive report about the background, achievements and plans of the CNAAPC for 2023.

Duration: 3 to 6 months

Start Date: Between August and September 2023

This opportunity is perfect for someone looking to do an internship in Event Management, Event Coordination, Campaign Development or related fields. The applicant should have a strong interest in working in Africa and promoting conservation. Applicants must be proactive, good communicators, have excellent coordination skills, have a good understand of the Microsoft Package and Google, and have an outstanding team-spirit.

We are looking forward to your application to join our diverse and exciting team!

Interested applications should send their CV and cover letter to info@tacugama.com.