



**Greenpop**

JOIN THE TREEEVOLUTION

**GREENPOP TREE PLANTING  
JOB DESCRIPTION  
Events Coordination Assistant  
(Paid Short Term Internship 3 months)**

**Job Title**

Greenpop Events Coordination Assistant (Intern)

**Reporting to**

Greenpop Events Manager

**Role essence**

A management-oriented role with a mixture of administration and practical on-site learning, you will be helping create the [Reforest Fest 2024](#), Greenpop's annual tree planting celebration where over 1000 people come together to plant thousands of trees, attends talks and workshops, celebrate with live music and delicious food over Easter Weekend 29 March- 1 April 2024.

You will get to plant trees, however this role is for a motivated, highly organised and dedicated individual with lots of stamina. You enjoy methodical and detailed work with great communication skills, and also do not mind getting your hands dirty - to aid the creation of a seamless and spectacular event.

You will be assisting key areas in the production of the event, such as vendor, artist and facilitator management. You will spend the majority of your time online leading up to the event, and will be working closely with a dynamic and experienced events team in an extremely fast-paced, highly communicative environment.

The role is a mixture of remote, office and on-site. You will be joining the team at the venue Bodhi Khaya Nature Retreat from 23 March - 3 April, in a camping environment and you will be living in nature and in a tight-knit community. The hours can be very long and tiring during the event setup and weekend itself, but it's incredibly rewarding and thrilling to be a part of a fast-paced environment for the betterment of our planet.

## **RESPONSIBILITIES AND TASKS**

You will work mainly with Greenpop's CEO, Events Manager, and Production Assistant in planning and preparing for Greenpop's [Reforest Fest 2024](#):

- Event planning and coordination in the lead-up to the event
- On-site event management during the event
- Assisting with event administration including contracts, schedules, spreadsheets and packing lists
- Liaison to vendors, musicians, and programme facilitators
- Respond to queries and emails in a timely manner - available on WhatsApp and email
- Work closely with our communications team

**The following experience and skills would be ideal, if you don't match all of them - do apply anyway, we need many different skills to pull off this event.**

- Experience/interest in events production or school camps/scouting camps/etc and/or organising and planning
- Interest in environmental work but extensive knowledge not essential
- Excellent multitasking and time management
- Willing to work occasional evenings and weekends
- Willing to travel for events
- Happy to camp from 23 March - 3 April 2024 at the festival site
- Self-motivated and self-starter - role is partly remote
- Able to multi-task and work across multiple documents and platforms
- Comfortable with Google Sheets, Docs, Slides, Google Mail
- Outstanding written and verbal communication skills in English
- Exceptional attention to detail and confidence in proofreading own work
- Team player with great inter-personal skills
- Grit

### **Other requirements:**

- Valid South African ID or valid work permit if not South African (for paid internship only, if unpaid, internationals may apply)
- Able to travel and work outside normal working hours when necessary
- Valid drivers license and own transport preferable
- Own laptop preferable
- Based in Cape Town, hybrid work environment

### **Greenpop as a whole**

- Do your best to embody and promote the Greenpop ethos and cause
- Assist where needed at other Greenpop events such as eco-hub open days, school groups

## **HOURS, OUTCOMES & REMUNERATION**

### *Hours*

Start date 1 Feb 2024 - 31 April 2024

Mon - Fri 9am - 4pm expect when on-site, longer hours and weekends required

Based in Cape Town, hybrid work environment

On-site at Reforest Fest 23 March - 3 April 2024 at the festival site

### *Outcomes:*

- Experience working in a dynamic, fast-paced environment
- Reference letter working at (probably) the biggest tree planting festival in Africa
- Use of project management tool Asana
- Experience in vendor management
- Experience in artist liaison
- Experience working for an award winning organisation

### *Remuneration*

One position is available with a R5000 per month stipend (SA locals only)

One additional position with less responsibility is available as an unpaid internship. (open to international applicants)

Data and airtime

To apply, please fill in this form before 1 December 2023: <https://bit.ly/InternRFF24>