### GREENPOP TREE PLANTING
### JOB DESCRIPTION
### Fundraising & Events Internship (6 months)

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Fundraising &amp; Events Intern</th>
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<tbody>
<tr>
<td><strong>Reporting to</strong></td>
<td>Greenpop Events &amp; Individual Giving Manager</td>
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<td><strong>Role essence</strong></td>
<td>A management-oriented role primarily in research, administration and evaluation of Greenpop’s Individual Fundraising and events. Are you passionate about environmental causes and want to make a difference? In this role, you will support the CEO and Fundraising team in various administrative tasks, including managing monthly donations, overseeing fundraising activists, writing communications to individual donors, researching new fundraising mechanisms, and producing monthly reports. Fundraising is crucial for non-profits as it provides the necessary resources to implement projects, sustain operations, and make a positive impact on the community and environment. Whilst the ideal candidate would possess experience and skills in areas such as data capture, Excel, and English proficiency, Greenpop welcomes applicants with diverse skills and backgrounds. This largely remote position, preferably based in Cape Town although fully remote is also an option, offers the opportunity to work flexibly whilst contributing to meaningful environmental work. In addition to this, Greenpop host environmentally themed faculty trips, school camps, and an annual tree planting celebration Reforest Fest 2025, 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 18 - 21 April 2025. Part of the internship will involve working on any events and we require all interns to attend. 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 events. You will be assisting your supervisor in administrative tasks, communications, and onsite production and will be working closely with a dynamic and experienced events team in an extremely fast-paced, highly communicative environment. Some of our events require you to be on-site for multiple days, in a camping environment and you will be living in nature, in a tight-knit community. The hours can be very long and tiring during the events, but it’s incredibly rewarding and thrilling to be a part of a fast-paced environment for the betterment of our planet.</td>
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RESPONSIBILITIES AND TASKS

You will work with Greenpop’s CEO and Fundraising and Events team in administrative and logistical tasks related to:

Individual Giving:
- Managing monthly donations
- Managing fundraising activists
- Writing communications to individual donors
- Researching new fundraising mechanisms
- Producing monthly reports

Events:
- Event planning and coordination in the lead-up to events
- On-site event management during the events
- Assisting with event administration including contracts, schedules, spreadsheets and packing lists
- Communications with guests, team or vendors
- Respond to queries and emails in a timely manner - must be 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:

- Interest in environmental work but extensive knowledge not essential
- Exceptional attention to detail
- Experience in data capture/ excel
- Proficient in English
- Excellent multitasking and time management
- Willing to work occasional evenings and weekends
- Willing to travel for events
- Happy to camp at events
- Self-motivated and self-starter - role is largely remote
- Able to multi-task and work across multiple documents and platforms
- Comfortable with Google Sheets, Docs, Slides, Google Mail
- Good written and verbal communication skills in English

Other requirements:

- Able to travel and work outside normal working hours when necessary
- Own laptop preferable
- Based in Cape Town, largely remote work environment. Option for fully remote

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

**Position 1**: 19 August 2024 - 19 February 2025 (negotiable 3 - 6 months)
**Position 2**: 1 December 2024 - 1 June 2025 (negotiable 3 - 6 months)

±2 weeks off over Christmas and new year
Mon - Fri 9am - 4pm expect when on-site, longer hours and weekends required
Partly Remote / Based in Cape Town, hybrid work environment
On-site at events

Outcomes

- Experience working in our core fundraising and events team
- Aiding the improvement of a multi-faceted fundraising strategy
- Experience working in a dynamic, fast-paced environment
- Use of project management tool Asana
- A good foundation to work in other fundraising and event-related roles
- Reference letter working at (probably) the biggest tree planting festival in Africa
- Experience working for an award winning organisation

Remuneration

R5,160 stipend paid monthly for 5 out of 6 months (1 month mandatory leave split over 6 months is unpaid.
For ease of invoicing, the month of December will be unpaid).
Data and airtime will be reimbursed.
On-site events expenses are paid.

To apply for Position 1, the deadline is 1 July 2024
To apply for Position 2, the deadline is 15 October 2024
Please fill in this form before 1 September 2024: https://bit.ly/Fundraising24-25