



Network for Certification and Conservation of Forests (NCCF)

Job Title: Intern, PCA			
Organisation	Network for Certification and Conservation of Forests (NCCF)	Sector	Natural Resource Management
Location	Noida		
Start Date	April 2021		
Duration	6 months with possibility of extension or absorption against any prospective vacancy		
Reports to:	Chairperson & Assistant Director, Promotions, Communication & Advocacy		
Purpose/Description of Role	<p>Promotion, Communication and Advocacy in NCCF is to take forward the certification schemes to the Central and State Governments, industry and industry associations and other diverse stakeholders for rapid outreach, application and adoption of NCCF's diverse certification standards for various constituents of our natural resource base.</p> <p>Supports PCA communications team through research, coordination, communications, and administrative tasks that contribute to the successful management of existing corporate partnerships. Business-focused initiatives as part of a broader strategy to inspire and motivate business audiences to take on the mantle of corporate leadership.</p>		
Essential Qualifications	Graduate/Post Graduate/ or equivalent in Natural Resource Management/Forestry/Biodiversity/Environment/Climate Change/Sustainability, or any stream of Life Sciences or similar subject(s)		
Desired Skills	<ol style="list-style-type: none"> 1. Excellent computer skills, Microsoft Office Suite, including Excel and PowerPoint. 2. Basic proficiency in design tools such as Photoshop, Illustrator, Canva, etc. 3. Good communication skills: written, oral and presentation including demonstrated networking abilities. 4. Social media friendly 5. Interpersonal skills and ability to collaborate and work with colleagues. 6. Capable of quick learning 7. Organizational and research competencies with a high attention to detail and accuracy. 8. Good documentation and drafting skills. 		
Experience	0-6 months		
Key Responsibilities/Roles	<ul style="list-style-type: none"> • Support in marketing activities, creation of signage, circulars, mock-ups, email campaigns, online promotion, etc. • Support in distribution or delivery of marketing materials • Basic data mining, finding reports, studies, facts and other documents • Support to social media presence & campaigns • Support in planning and organizing meetings, events etc. • Support in developing content/modules for various correspondences • Research, review primary literature related to sustainability related to NCCF's domain of work. • Continuous stakeholder mapping to add more relevant associations, organizations and independent experts to increase credibility of standard. 		
Stipend	INR 10,000 per month		
<p>Interested candidates are requested to submit their resume and cover letter at the earliest with the subject of the email as "Intern PCA, NCCF".</p> <p>Email at: hr@nccf.in</p>			