seed madagascar
sustainable environment, education & development

Remote Operations and Administrations Intern

Position Overview

An exciting and unique internship opportunity to work closely with SEED Madagascar's operations team in a respected UK international development charity; this position has strong vocational content for anyone looking to break into the international development sector, with future possibilities of progression into roles in SEED.

The postholder will gain experience in international development and gain understanding and skills across a wide range of duties associated with organising international staff and volunteer training, formatting and maintaining policy and procedure documentation, supporting recruitment and job postings, and volunteer programme marketing.

The internship spans a minimum of six months and is a remote role. The diversity of activities that will be undertaken provides training for an early-career development professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development work.

Reporting to: Operations and Administration Officer
Location: Remote
Commitment: Part-time, two days a week for a minimum of six months – with full flexibility to choose which two days you work and the option to adjust or change those days as needed.
Salary: N/A (voluntary)

Responsibilities

1. Supporting the operations team by organising training for incoming international staff, including scheduling induction and training sessions, maintaining accurate training records, and occasionally preparing and updating materials and resources.
2. Supporting the operations team with policy, procedure and recruitment administration, which will include: formatting and updating policy and procedure documentation to a professional and consistent standard; formatting and posting jobs across platforms; and supporting administrative aspects of the recruitment process, such as scheduling interviews.
3. Supporting the operations team in promoting crowdfunding campaigns by creating engaging digital and social media content, assisting with case studies and testimonials, maintaining consistent branding and messaging, and providing general administrative support.
4. Support in developing, updating and implementing organisational databases and systems, support the health and safety culture across the organisation; and assist with administration tasks and any other tasks required by the Operations Officer and International Operations Manager.

It should be noted that the successful candidate will take on a variety of tasks outlined above. While SEED Madagascar will make every attempt to tailor the tasks to the post-holder's desired area of experience, this will be balanced by the priorities of the organisation.

Desired Knowledge/Experience/Skills/Qualifications

- Hold or be studying towards an undergraduate degree or have an equivalent professional/experiential background.
- Knowledge and/or keen interest in the operations side of NGOs; previous experience in an administrative role would be an asset.
- Knowledge and/or keen interest in NGO marketing and communications; previous experience of content creation or social media management would be an asset.
- Excellent attention to detail and formatting skills, with the ability to produce clear, well-structured, and professionally presented documents such as policies, procedures, and job postings.
- Sound ability to adapt material for different audiences.
- Be able to conduct independent internet research.
- Be able to work both independently and as part of a team.
- Be able to financially support themselves for the duration of their internship as there is no stipend available for travel or sustenance.
- Strong written English is essential; French and/or Malagasy would be an asset.
- Be willing to take on administrative and organisational tasks, such as scheduling, filing, and note-taking, as needed.

Application Procedure

Anyone interested in applying for this position should send a CV and covering letter in English explaining how their skills and experience match the requirements in the job description to Conrad Wormald, Operations and Administration Officer at conrad.wormald@seedmadagascar.org

Application deadline: Friday 8th of January at 23:59 GMT. Please note that this vacancy may close earlier than the advertised deadline if a suitable candidate is identified and appointed.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.