



IDEP Foundation – Volunteer Job Description

Department : Media Unit
Location : Ubud-Bali, Indonesia
Reports to : Media Unit Coordinator
Start date : ASAP
Duration : Minimum 6 months, ideally longer
To apply : Send your CV and cover letter to: hr@idepfoundation.org

Position Title 1: Graphic Designer with Writing, Editing Skills

Job description

- Provide professional writing, editing and proof reading of English language versions of IDEP public relations tools
- Conduct finishing art (mostly in InDesign) for flyers, brochures, PowerPoints, profiles and other public relations tools for Yayasan IDEP that have been developed by IDEP team members
- Train IDEP staff in doing finishing Art in InDesign

Essential Minimum Qualifications

1. Fair knowledge in community development, disaster management, agricultural or children education background
 2. Bring and use own computer
 3. Expert in use of Adobe Creative Suite (CS) Software
 4. Strong attention to details, and good researching and writing skills
 5. Good communications skills, spoken and written English (Indonesian language desirable)
 6. Proven self management skills including time management, problem solving and priority setting, capable of working productively and efficiently with minimal supervision, able to coordinate a large volume of different types of work
 7. Able to display cultural sensitivity, flexibility and adaptability within a complex, multi-cultural working environment
 8. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - www.idepfoundation.org/idep_mission.html
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Position Title 2: Documentation management Capacity Building

Job description

- Provide training of IDEP staff in professional documentation (photography, report and website copy writing etc)
- Theory: types of images / footage / stories that are most effective and why
- Techniques: How to get / take / prepare those images / footage / stories
- Documentation Planning: How to be efficient and effective in the above
- File management: How to catalogue and database results effectively
- Provide training of IDEP staff in photo taking, cropping, adjustment in Photoshop
- Work with IDEP staff to develop an efficient, user-friendly, searchable database of documentation results and train in use of the database
- Provide inputs on what type of documentation is most effective for increasing public understanding about the programs that we do (what kinds of photos and stories work and why)
- Provide inputs on IDEP's photos which should be kept, which can be back filed and why

Essential Minimum Qualifications

1. Fair knowledge in community development, disaster management, agricultural or children education background
2. Bring and use own camera and computer
3. Familiarity with standard Media software (iView MediaPro, Picassa etc)
4. Proven photography skills (please send portfolio)
5. Strong attention to details, and good researching and writing skills
6. Good communications skills, spoken and written English (Indonesian language desirable)
7. Proven self management skills including time management, problem solving and priority setting, capable of working productively and efficiently with minimal supervision, able to coordinate a large volume of different types of work
8. Able to display cultural sensitivity, flexibility and adaptability within a complex, multi-cultural working environment
9. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - www.idepfoundation.org/idep_mission.html



Position Title 3: Website development support

Job description

- Provide training of IDEP staff in website contents development (converting reports for use on website, website copy writing, selecting photos, creating slide shows etc)
- Theory: types of images / footage / stories that are most effective and why
- Planning: How to be efficient and effective in the above
- Provide training of IDEP staff in website promotion
- Provide inputs on what type of website content is most effective for increasing public understanding about the programs that we do (what kinds of photos and stories work and why)
- Provide inputs on IDEP's website contents what should be kept, which can be back filed and why

Essential Minimum Qualifications

1. Fair knowledge in community development, disaster management, agricultural or children education background
2. Bring and use own computer
3. Familiarity with standard Media software (WordPress, iView MediaPro, Picassa etc)
4. Proven website development skills (please send list of websites created)
5. Strong attention to details, and good researching and writing skills
6. Good communications skills, spoken and written English (Indonesian language desirable)
7. Proven self management skills including time management, problem solving and priority setting, capable of working productively and efficiently with minimal supervision, able to coordinate a large volume of different types of work
8. Able to display cultural sensitivity, flexibility and adaptability within a complex, multi-cultural working environment
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To include on all volunteer position descriptions

Environment and costs

IDEP is currently moving its office from downtown Ubud to the organization's Permaculture Training Centre just on the outskirts of town. The volunteer will be provided with a small, shared workspace with a desk, and access to phone, fax, Internet, printer. They must be willing to bring their own computer for use during their assignment.

Ubud is the culture tourism hub of Bali, full of life and easy to get around and many Western facilities are available. The cost of living is a little higher than most areas of Indonesia; but you can make it as low cost or expensive as you want. Temperature is tropical, which means mosquitoes and other bugs. Transportation – you can rent a car or motorbike. Walking is easy in Ubud.

Cost of daily rate accommodation ranges between IDR 50-100,000 (US\$5-10) per day. IDEP staff can assist volunteers in finding more permanent lodging that suits their preferences. There are many single room bungalows available at between IDR 1,5 - 2 million (US\$150-200) per month. Food costs is variable can range from IDR 25,000 (US\$2.50) per day (for local Indonesian food) to any price upwards.

Benefits and support provided

- After an initial 1-month probationary period, IDEP will provide the volunteer with a basic stipend of IDR 500,000 (US\$50) per month.
- Assistance with advice on accommodation
- Sponsorship for visa and organizing visa extensions
- Free access to IDEP trainings