



# IDEP Foundation – Volunteer Job Description

---

Department : Resource Development  
Location : Ubud-Bali, Indonesia  
Reports to : Resource Development Coordinator  
Start date : ASAP  
Duration : Minimum 6 months, ideally longer  
To apply : Send your CV and cover letter to: [hr@idepfoundation.org](mailto:hr@idepfoundation.org)

---

## Position Title 1: Public Relation Assistant

### Job description

1. Communications
  - 1.1. The development of ‘marketing and fundraising collateral’ to be distributed and included on IDEP website about planned programs and their support needs using Adobe Creative Suite software
  - 1.2. Assistance with writing and editing for applications, program / project descriptions needed for the funding proposals, fundraising and marketing initiatives
  - 1.3. Developing sustainable strategies for IDEP foundation newsletters or other communications to bring IDEP and IDEP programs to the eye of the ‘right’ audiences and increase support for the organization.
  - 1.4. Promoting IDEP’s contract services, trainings and consultancies in a professional, timely and effective manner, which include:
    - 1.4.1. Maintain email correspondence from IDEP clients, donors and other supporters interest in IDEP’s training and consultancy services
    - 1.4.2. Manage administration process such as: preparing Terms of Reference (TOR), Consultancy contract, MOU with clients, payment processes and related administrative work to support the implementation of training and consultancy
    - 1.4.3. Ensure reports from Consultants/Trainers are submitted to Client in timely manner
  - 1.5. Liaising on behalf of IDEP and its programs and projects with potential project donors, partners, media etc. as requested by the Development Coordinator.
  - 1.6. Assist with the development of mailing lists for public relations matters as requested by the Development Coordinator.
  - 1.7. Provide ongoing guidance and information to daily visitors, potential clients and supporters about IDEP and other issues they feel interested in.
  - 1.8. Building capacity of local staff in communication skills in English language (eg, IDEP staff are often dealing with visitors at reception, showing visitors around our demonstration site and explaining Permaculture, etc)



# IDEP Foundation – Volunteer Job Description

---

## 2. Other

- 2.1. Participate in other program of project activities as determined by the Development Coordinator.
- 2.2. Monitor international climate of donor activity and trends, which relate to IDEP activities and make appropriate recommendations to the Development Coordinator.
- 2.3. Any other lawful and reasonable duties as directed by the Development Coordinator.

## Essential Minimum Qualifications

1. Minimum of two years successfully working in a similar marketing and sales capacity; preferred similar experience in a Yayasan / NGO environment or similar professional experience;
2. Basic capacity with Graphic Design software Adobe Creative Suite package
3. A very high level of confidentiality and good judgment regarding the work within IDEP and all IDEP Foundation matters.
4. Self-driven, results oriented, natural forward planner.
5. Understand the principles of marketing and advertising cost-effectiveness including market research, features-benefits-solutions selling, cost per response, etc.
6. Able to understand profit and loss calculations and basic business finance such as gross margin, cash flow, etc.
7. Team player with excellent communication skills.
8. Willing and able to manage a high volume of complex work independently and efficiently.
9. Computer skills: email, excel, word, PowerPoint.
10. Fair knowledge in communicating with Bahasa Indonesia is preferable
11. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - [www.idepfoundation.org/idep\\_mission.html](http://www.idepfoundation.org/idep_mission.html)

---

## Position Title 2: Writer / Database Management Officer

### Job description

1. Building capacity of local staff in their English writing skills
  - 1.1. Building capacity of local staff in communication skills in English language (eg, IDEP staff are often dealing with visitors at reception, showing visitors around our demonstration site and explaining Permaculture etc)
  - 1.2. Capacity Building local staff in developing and implementing a communications strategy for our international stakeholders (e.g. newsletters, making use of annual reports, RSS feeds etc.)
  - 1.3. Building capacity of local staff in their English writing skills
  - 1.4. Working closely with local staff in development of all English language written material (eg: proposals, reports, newsletters, web-content)
  - 1.5. Conduct weekly English Language practice sessions where local staff can practice using English in the workplace context



## IDEP Foundation – Volunteer Job Description

---

### 2. Media development:

- 2.1. Editing & proof reading English language materials and providing feedback to the author or translator
- 2.2. Support the development and finalisation of IDEP Biennial Report, IDEP Donor Reports, press releases, articles for newspapers, IDEP newsletters, website contents, and other IDEP media products.
- 2.3. Manage media needs and media delivery for IDEP's partners, clients, network and supporters

### 3. Database management:

- 3.1. Develop an integrated system, manage and ensure regular updates for IDEP partners, clients, network and supporters' contact list database
- 3.2. Develop an integrated system, manage and ensure regular updates of IDEP's reports, photos, videos and other project documentation

### 4. Other

- 4.1. Participate in other program of project activities as determined by the Development Coordinator.
- 4.2. Any other lawful and reasonable duties as directed by the Development Coordinator.

### Essential Minimum Qualifications

1. Bring and use own camera and computer
2. Familiarity with standard Media software (iView MediaPro, Picassa etc)
3. Obtain a photography skill is preferable (please send portfolio)
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. Fair knowledge in communicating with Bahasa Indonesia is preferable
9. Obtain database management and other computer skills: email, Excel, Word, PowerPoint, Access)
10. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - [www.idepfoundation.org/idep\\_mission.html](http://www.idepfoundation.org/idep_mission.html)



## **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