



Yayasan IDEP – Volunteer Job Description

Position	: Writer/Editor	Department	: External Relations Department
Location	: Ubud-Bali, Indonesia	Reports to	: External Relations Coordinator
Start date	: ASAP	Duration	: Minimum 3-4 months

Download the application form: www.idepfoundation.org/download_files/volunteer/volapp.doc, fill it out and send it together with your CV and cover letter to: hr@idepfoundation.org

• PLEASE NOTE THIS IS NOT A PAID POSITION •

Yayasan IDEP is a local Indonesian NGO, which specializes in the development of curricula media, and practical programs that educate and empower local communities in sustainable development and emergency relief. More details about IDEP programs can be found on our website: www.idepfoundation.org

IDEP's External Relations Department is two fold. It is responsible for ensuring effective and professional representation of IDEP and its' programs to all external stakeholders such as donors, implementers, IDEP partners, regulatory agencies and the general public. The department also provides all of IDEP's programs and support departments with networking, public relations and fundraising support. This involves expanding IDEP's current fundraising and other networks as required ensuring ongoing sustainability and strategic development of the organization.

Volunteer Job summary

The Writer/Editor will provide English language writing and editing assistance for a variety of IDEP publications, as well as coordinate translation of items to Indonesian as appropriate.

History to date:

Since 1998, IDEP has been delivering trainings and developing campaigns and curriculums for increasing local communities and other stakeholders in various aspects of sustainable development. In 2002 IDEP was directly involved in the emergency response and recovery from the Bali Bombings, and since that time the organization has also had a focus on developing tools and capacity building for community based disaster management.

Until 2005 IDEP was a relatively small-scale organization, which relied primarily on the support of volunteers and private donors. Then in 2005-2006, IDEP expanded dramatically due to its involvement in the emergency response and recovery process from the Asian Tsunami in Aceh.

IDEP is now a medium scale organization with over 80 staff based both in Bali and Aceh. IDEP also runs a community based disaster management program which is targeted for implementation through partner organizations on a national scale.

IDEP Programs overview

IDEP Foundation's key focus areas are

1. Community Based Sustainable Development pilot projects and training
2. Media development & curriculum design
3. Emergency Response

The Foundation's key programs are

YAYASAN IDEP – Jl Hanoman No 42 Ubud, Bali, Indonesia – tel/fax (0361) 981 504 – www.idepfoundation.org - info@idepfoundation.org



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A. Bali Permaculture Program

1. Permaculture training and demonstration site, including sustainable agriculture, gardening & seed saving - www.idepfoundation.org/idep_seeds.html
2. Community waste management and Permaculture outreach, training and non-formal education - www.idepfoundation.org/idep_waste.html & www.idepfoundation.org/ecotrainer/index.html
3. Wastewater Gardens sewage treatment - appropriate technology for sewage treatment, community based and commercial scale projects - www.idepfoundation.org/idep_wwg.html

B. Community Based Disaster Management (CBDM) Capacity Building

1. Development and national scale socialization of IDEP's Community Based Disaster Management tool kit – www.idepfoundation.org/cbdm.html
2. Development of pilot areas / communities in Community Based Disaster Management (planned project)

B. Aceh programs - www.idepfoundation.org/GFS.html

1. Permaculture training, outreach and demonstration site (underway)
2. Bamboo treatment facility (in progress)
3. Women's programs, small enterprise training (in progress)
4. Community Project Outreach in Seunudon, Lhoksumawe

D. Emergency response to large-scale disasters in Indonesia when needed

E. Curriculums and Campaigns

1. Development and national scale socialization of publications – including:
 - a. Community Based Disaster Management tool kit – www.idepfoundation.org/cbdm.html
 - b. Sustainable Community Design reference and trainer's handbook
 - c. UNESCO's Planet Sustainable Development education tools (planned project)
 - d. 'Learnsapes' school curriculum (planned project) www.idepfoundation.org/idep_edu.html

Other public awareness tools www.idepfoundation.org/idep_downloads.html

About the position

Duties and responsibilities include:

1. Writing and Editing

- 1.1. Provide English language writing and editing assistance for a variety of IDEP publications including:
 - o Website – new updates as well as refining the existing site
 - o Donor reports and funding proposals - in conjunction with program and executive management
 - o Press releases, articles for newspapers and magazines
 - o Promotional material – brochures, flyers, presentations, newsletters
 - o Curriculums and public education material – new developments as well as editing existing
 - o Video documentaries – assist with the development of scripts
 - o Annual Report
- 1.2. Coordinate translation of publications to Indonesian as appropriate



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2. Other

- 2.1. Participate in other program of project activities as determined by the External Relations Coordinator.
 - 2.2. Any other lawful and reasonable duties as directed by the Development Coordinator.
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Requirements

1. Able to be completely self funded during entire period of contract including visa costs.
2. Minimum 2 years experience working in a writing and/or editing role
3. Tertiary qualifications in Journalism, Communications, English or similar preferred
4. Excellent command of the English language, including spelling and grammar
5. Computer skills (email, Excel, Word, PowerPoint, etc).
6. Able to bring / use own computer.
7. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - www.idepfoundation.org/idep_mission.html

Skills and competence

1. Proven self management skills including time management, problem solving and priority setting
 2. Capable of working productively and efficiently with minimal supervision
 3. Strong attention to details
 4. Able to function well within a multi-cultural team environment
 5. Good team player enjoys working with other people
 6. Able to coordinate a large volume of different types of work
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Please Note: This volunteer job description is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments, funding and following discussion with the volunteer's manager within the organization.