



IDEP Foundation – Volunteer Job Description

Position	: Virtual Volunteer	Department	: Administration
Location	: Flexible	Reports to	: Human Relations Development Manager
Start date	: ASAP	Duration	: Negotiable
To apply	: Send a summary 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, including disaster management. More details about IDEP programs can be found on the organization's website: www.idepfoundation.org

Volunteer Job summary

The Virtual Volunteer may be charged with a variety of duties, depending upon their experience and specific skills set. We have openings for translation volunteers specializing in translations from Indonesian to English or from English to Indonesian. We also have opportunities for Virtual Editors for either straight Indonesian or English language.

IDEP's history to date

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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 50 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. Sustainable Development based on the principles and practices of Permaculture
2. Community Based Disaster Management, Emergency Response and Sustainable Recovery
3. Media, Curriculums and Campaigns Design and Distribution



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The Foundation's key programs are

A. Sustainable Development based on the principles and practices of Permaculture

Training, demonstration sites and outreach activities, including sustainable agriculture, gardening, seed saving, community wastes management, wastewater treatment and fair trade promotion. For more info see:

- Seed saving: www.idepfoundation.org/idep_seeds.html
- Waste Management: www.idepfoundation.org/idep_waste.html
- Outreach Trainings: www.idepfoundation.org/ecotrainer/index.html
- Wastewater Treatment Systems: www.idepfoundation.org/idep_wwg.html
- Fair Trade Shop in Ubud: www.idepfoundation.org/balicares/index.html

B. Community Based Disaster Management, Emergency Response and sustainable recovery

Before, during and after disasters IDEP works together with local communities to help increase understanding and resilience to disasters. In times of disaster IDEP works with a nationwide network of local partners to get people the assistance they need as quickly as possible.

1. **Community Disaster Preparedness** - IDEP's Community Based Disaster Management (CBDM) capacity building program assists local communities to understand and implement a range of effective actions that can help to reduce the chance of disaster happening in their area, be more prepared if disaster does happen, and recover more quickly and more sustainably from disasters. For more information see www.idepfoundation.org/Community-Preparedness.html
2. **Rapid Emergency Response** - IDEP helps disaster struck communities and provides assistance to small, remote communities that would normally be overlooked. IDEP works with its emergency response partners to assess needs and deliver effective and efficient emergency relief, when, and where help is the most urgently needed, within the first 12 hours after a disaster. This assistance fills the gap of aid provision until larger agencies can start working on the ground. Once larger, more equipped agencies begin providing aid, IDEP focuses on assisting communities that are too small or too remote to receive support from the larger agencies. For more information see www.idepfoundation.org/Emergency-Response.html
3. **Sustainable Disaster Recovery**- In Tsunami struck Aceh, IDEP is working through its GreenHands Field School to teach communities the skills needed to strategize, develop and action their own recovery plans, while using and strengthening their local resources in a sustainable way. For more information see www.idepfoundation.org/Sustainable-Recovery.html

E. Curriculums and Campaigns Design and Distribution

1. Development and socialization of a range of publications and campaigns in keeping with our program focus areas: for samples of IDEP media see www.idepfoundation.org/idep_downloads.html
2. Development of a sustainable development curriculum for Indonesian primary schools called 'Learnsapes' (planned project) www.idepfoundation.org/idep_edu.html

About Volunteers at IDEP

IDEP Programs have been made possible thanks to volunteers from throughout the world who have supported many of the IDEP projects and activities through the generous donation of their time and expertise.

Responsibilities and accountabilities of the position include:



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TRANSLATION VIRTUAL VOLUNTEERS – Periodically provide timely translations from Indonesian to English and/or English to Indonesian as required. The Volunteers Coordinator will email through tasks to all virtual volunteers with details concerning important deadlines and so forth.

EDITOR VIRTUAL VOLUNTEERS – Periodically provide timely proofed versions of documents sent through by the Volunteer Coordinator in either Indonesian or English language (depending on the volunteer's skills).

Requirements:

1. Computer skills (email, Excel, Word, PowerPoint, etc)
2. Previous Editing Experience in either Indonesian or English language (for the virtual editors)
3. Previous translation experience from Indonesian to English or from English to Indonesian (for virtual translators)
4. Commitment to the environment, community based development and the principles as outlined in IDEP's mission and vision - www.idepfoundation.org/idep_mission.html

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/or following discussion with the volunteer's manager within the organization.