## Volunteer for administrative/communication

### Terms of reference

#### BACKGROUND

Foundation Conservation Carpathia (FCC) is a Romanian conservation NGO with the goal to create a world-class wilderness reserve in the Southern Romanian Carpathians for the benefit of biodiversity and local communities.

#### POSITION

The volunteer reports directly to the volunteer coordinator and will cooperate with all personnel working on this project, both of FCC and of project partners. The position is needed during spring, summer and autumn, a minimum of 3 days.

#### PRIMARY ROLE

* Help with arranging the foundation's photos in an electronic archive.
* Support the team with diverse paperwork: prepare the documents for groups of volunteers, archive the contracts, etc.
* Elaboration of documentation for obtaining opinions and partnerships for the development of an event.
* Translating texts/ proofreading communication materials.
* Up-dating the media monitoring archive.
* Communicating with the public, providing information on the Carpathia project.
* Collaborate with other colleagues in the team on punctual tasks.

#### QUALIFICATION AND SKILLS

* Experience in admin/communication is beneficial but not mandatory.
* Involvement and commitment to nature conservation.
* Collaboration with all colleagues in the team.
* Continuous learning capacity.
* Pay attention to details, good organization, a friendly attitude.
* Spirit of observation and good organizational skills.