



Friends of the Earth Melbourne Internship Information

Friends of the Earth (FoE) is able to host a number of interns each semester. If you are a university student wishing to do an internship at FoE you can get more information here. When you have read this info and have checked out the work that FoE does to see if it fits your course requirements, please email the volunteer coordinator with the information requested below.

What type of project can I do?

This is pretty much up to you. Check out the FoE Melbourne and FoE Australia websites to get a sense of the campaigns that we run and how we position ourselves within the environment movement. If there is a particular campaign or topic that you have a special interest in, and have an idea for a project that meets the requirements of your course, fantastic - you are the type of intern we love! Send us in an application and it will be passed on to the relevant campaigner. If the project will contribute to the campaign objectives it is almost certain we can host your internship. Otherwise it might be a case of renegotiating the focus slightly.

Unfortunately, due to the high number of students wishing to do internships at FoE, it is not possible for us to specifically generate a project for every application. It is much easier if you have an idea of what you would like to work on before you contact us. If you are stuck for ideas though, the volunteer coordinator collates a list of potential internship projects before each semester starts. Get in touch with the volunteer coordinator before making a formal application to discuss if any of these projects will be suitable for your course requirements, and meet your interests. Once we have matched you with a suitable project you will still need you send in a formal application.

What time commitment is involved?

Again, this is entirely up to you, and will depend on your course requirements. We have hosted internship projects that have only been ten days in total, right up to one day a week for six months. If you are contacting FoE with a project idea of your own, make sure it can be completed within the time frame set by your course. If you are being matched with a project by the volunteer coordinator, it is important that you make sure the time commitment meets the requirements of your course.

What will working at FoE be like?

It will definitely be interesting. We are a very small, and under-funded, organisation that relies on the commitment and dedication of a handful of part-time staff and countless volunteers. The office can be noisy and everyone a little hectic. Because everyone is stretched thin you will need to be able to work autonomously, but you will have a FoE supervisor who will help as much as they can. Also, we have a limited number of hot desks and computers, but we have wireless/LAN access if you have a laptop.

Conditions of Internship

Interns will be selected on criteria of enthusiasm, the benefit of the project to FoE, how you will benefit from the project, and your ability to work autonomously and in a team.

Intern placements are unpaid and financial support is not available. Accommodation assistance cannot be provided.

Interns work as registered volunteers under our volunteer personal injury and liability insurance.

How to Apply

Your application should include:

- a cover letter which includes responses to the questions below,
- a CV which includes your particular interests or aptitudes that you consider relevant, and the name and contact details of one relevant referee.

Information we need from you

- Why you want to do your internship at foe
- Project Details
 - If you have an idea for a project, outline it here. Please include what the final product will be (a report, a briefing document and accompanying slide show, an event etc) and how you think it will contribute to a particular FoE campaign. It is your responsibility to ensure that the final product meets the assessment requirements of your course.
 - If you have already been matched to a project in consultation with the volunteer coordinator, please indicate which one you will be undertaking.
- Timeline
 - What are the requirements of your course? How many hours a week are you required to be at FoE, and how many days in total, by when do you need to complete the internship.

Applications and Enquiries should be directed to:

Friends of the Earth Melbourne
Attn: Internship Coordinator
PO Box 222
FITZROY VIC 3065

or:
info@foe.org.au

Thank you for your interest in an internship at FoE