

Sustainability & Social Responsibility (SSR) Department Intern

- Do you want to exponentially impact the UN Sustainable Development Goals (SDGs)?
- Do you want to assist projects and programmes in partnership with international funding and development agencies?
- Do you want to create a world with safe, responsible travel supporting local communities and environments?

If these sound like you, then apply today to become PATA's next SSR Intern!

ABOUT THE INTERNSHIP

The PATA Internship Program provides students with the opportunity to learn about PATA and the travel & tourism industry on an international scale.

- Remote, Based Worldwide | Full-time
- 3-month Programme (Subject to extension based on performance)
- Following Bangkok Timezone (GMT+7) | 9 AM - 5:30 PM (Flexibility can be provided upon request)
- Academic Credit: You may get academic credit from your institution of higher education for the internship. Check with your university to confirm their academic credit policy for internships.

ABOUT PATA SSR DEPARTMENT

To protect our very reason for being, PATA works for our membership, and with strategic partners, to exponentially impact the UN Sustainable Development Goals (SDGs) within the Asia Pacific travel industry.

AS A PATA SSR INTERN,

You are a highly-valued member of the PATA Team. You will have weekly responsibilities along with several workshops and events to attend. We highly encourage you to learn as much as you can about the trends, issues and key stakeholders of sustainable tourism in the Pacific-Asia region. Although you will be primarily working with the PATA Director of SSR and the PATA Sustainability Project Coordinator, you can be of assistance to staff members in other departments such as Events, Membership, SIC and Admin, if and when required.

PATA inspires innovation for exponential impacts on the SDGs for our members' initiatives by:

1. Adding voice to their innovations and achievements;
2. Building their capacity to measure, analyse and manage data-driven, market-oriented projects;
3. Demonstrating, in all PATA business units and operations, that we are passionate, progressive and proactive in achieving SDGs; and
4. Managing projects for, by and with our members that achieve exponential impacts on the SDGs.

We believe it is important to be membership-centred, impact-focused, project-based, and fiscally positive.

As a SSR Intern, you'll be tasked with:

- Conduct desk research for the sustainability projects
- Assist the SSR team to collect primary and secondary data for the projects
- Assist with the projects' admin tasks (budgets, contracts, ToRs, proposals, etc.)
- Prepare presentations
- Write communication materials such as blog posts, social media posts and online articles
- Attend meetings with project partners and take minutes
- Assist with carbon calculations of PATA's in-person events
- Depending on the languages you speak, assist with translations
- Keep updated about sustainable and responsible tourism trends, challenges and solutions
- Other tasks depending on the projects'/department's needs

ABOUT YOU

- Completed Bachelor's Degree and ideally doing your Master's Degree
- Strong verbal and written English communication skills
- Have an understanding of tourism trends for sustainability, conservation and corporate social responsibility
- Familiar with Google suite tools (Google Sheets, Google Docs, Google Drive, etc.) and Microsoft Excel
- A self-motivated and mature person, with a highly collaborative mindset
- Strong cross-cultural understanding and interest in working in a different culture
- Strong desire to help others
- Passion for travel and tourism
- Growth and results-oriented