

FPUA Internship Brief

Program and Communications Intern

The France-Philippines United Action Foundation (FPUA) is a Philippine-based non-profit organization that was founded in response to typhoon Haiyan. The French Chamber of Commerce and Industry in the Philippines and the Embassy of France created a platform to coordinate the rehabilitation efforts by French companies. Throughout the years, the foundation now aims to build a bridge between the private sector and local NGOs.

Our mission : FPUA engages corporations to develop and reinforce their **Corporate Social Responsibility (CSR)** initiatives in the Philippines by serving as a bridge between the world of the private sector and NGOs in order to bring together the skills of companies to create development projects for the benefit of the vulnerable Filipino people focusing on the sectors of Education, Health, Environment and Livelihood.

Supervision

Under the overall supervision of the Board of the Foundation and managing director of the French Chamber of Commerce & Industry (CCIFP) based in Makati and the direct supervision of the Project Coordination of FPUA, the selected candidate will acquire a working knowledge and support the implementation of Corporate Social Responsibility (CSR) and related activities lead by FPUA.

Core responsibilities

- **Strategic Communication & Digital Engagement** - Ability to create engaging and well-crafted content for social media platforms (LinkedIn, Instagram, and Facebook). Effective communication is essential for our team, as it supports advocacy, strengthens partnerships, and enhances the visibility and impact of our programs.
- **Project Support & Coordination** - Capacity to assist the Project Coordinator in the implementation of *Youth for Dagat*, an initiative funded by the French Embassy under the Blue Nations framework. This includes supporting key events such as the Summit on Plastic Solutions, and ensuring smooth coordination across stakeholders and activities.
- **Research & Corporate Engagement** - Skills in conducting qualitative research to map CSR priorities of CCI member companies. This work is essential to ensure that

FPUA's programming is aligned with the sustainability strategies and commitments of its corporate partners.

- **Capacity Building & Facilitation** - Ability to support the design, organization, and facilitation of learning sessions, workshops, and training activities aimed at strengthening the capacities of youth, partners, and local stakeholders.
- **Resource Mobilization & Membership Support** - Willingness to contribute to fundraising and membership engagement efforts, by assisting in the preparation of concept notes, proposals, and coordination with donors and partners.

Core competencies

- **Communication** – Effectively conveys ideas with clarity, confidence, and cultural sensitivity, both in writing and speaking. Demonstrates the ability to adapt messages to different audiences and contexts, using the appropriate tone and vocabulary. Proficient in leveraging communication tools—including social media platforms—in a strategic and professional manner. Advanced skills in photography, videography, and video editing are an advantage.
- **Teamwork and Multi-Stakeholder Coordination** – Builds strong collaborative relationships with diverse actors, including FPUA, the CCI, the Embassy of France in the Philippines and Micronesia and other partners, to align efforts and achieve common goals. Fosters open dialogue and mutual understanding across sectors and institutions.
- **Organizational Skills** – Delivers high-quality outputs in a timely and efficient manner, with attention to detail and the ability to prioritize tasks to meet agreed objectives and deadlines.

Allowance and Working Hours

- The Foundation operates majority in a Hybrid setup from 8:30AM to 5:30PM from Monday to Friday (Monday & Friday - WFH setup. Tuesday, Wednesday and Thursday - Office setup)
- The intern is entitled to receive PHP 120 (One Hundred and Twenty Pesos) per 8 hours (8:30 AM - 5:30 PM) of work per day. This will be based on the “intern timesheet” submitted by each intern towards the end of each month that will be signed and reviewed by the supervisor.