



Internship Vacancy

Digital Communications

Project title: Digital Communications Intern

About Tropenbos International

Tropenbos International (TBI) is a non-profit organization that works to improve the governance and management of tropical forests and landscapes for the benefit of people, biodiversity, and climate. As an international network of local NGOs, the TBI Network makes knowledge work for people and forests. We do this by generating evidence-based knowledge, facilitating dialogue, and promoting informed decision-making.

Internship description

Tropenbos International is launching a new website in August 2025. To ensure a smooth transition and to continuously improve our digital presence, we are looking for a digital communications intern to support us with post-launch website checks and content management. In addition, TBI manages a large online photo library that is due for restructuring. The intern will contribute to exploring and implementing a more effective system for organizing and maintaining this visual archive. You will be part of a small but dedicated communications team working to amplify the visibility and impact of our work worldwide.

Internship activities:

- As a digital communications intern, you will support the team with tasks such as:
- Uploading, editing, and managing content on the Tropenbos International network websites
- Organizing, restructuring and managing our photo library in SharePoint
- Supporting research and implementation of Search Engine Optimization (SEO) techniques, including the use of AI tools
- Monitoring website analytics and contributing to strategies to improve results
- Exploring tools and plug-ins to increase website traffic and engagement

Who are we looking for?

We're seeking an enthusiastic and proactive intern who is eager to learn and contribute to the digital communications of our TBI network. You don't need to meet every requirement—if you're interested in digital communications and ready to grow, we encourage you to apply.

You might be a good fit if you:

- Have experience managing websites and working in WordPress (required)
- Are interested in exploring and using AI tools such as ChatGPT
- Enjoy working in a structured and detail-oriented way
- Are proactive and have good problem-solving skills
- Have knowledge of photo size-editing and visual content management (a plus)

**What you'll gain:**

- Practical experience in digital communications for an international NGO
- Hands-on skills in website content management, SEO, and analytics
- Exposure to AI tools and digital strategy
- Experience collaborating in an international working environment

What do we offer?

- Duration: 4 months (preferably from 1 September to 31 December 2025)
- Working hours: 24 - 36 hours per week
- Hybrid: Ideally 1 (or 2) days per week in our office in Ede (flexible)
- Internship allowance of €375,- based on fulltime workweek (36h)

Interested?

Please send your CV and motivation letter by 10 August 2025 to Luca Kroese (luca.kroese@tropenbos.org) and Militza Martínez (communications@tropenbos.org).

This vacancy is on a rolling basis, so we reserve the right to close the vacancy early if we have found our preferred candidate.

If you have any questions about the vacancy, feel free to reach out to the contacts above.

Enrolment in a Dutch or EU educational programme is required.

Tropenbos International is committed to building an inclusive and diverse team. We encourage applicants of all backgrounds, identities, and experiences to apply.