



WE'RE HIRING!

Job title	Environmental Education Intern
Working location	Lilongwe Wildlife Centre offices in central Lilongwe
Department	Environmental Education
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time

Job description

The Environmental Education Intern will work closely with Lilongwe Wildlife Trust's (LWT) education team to create and deliver an inspiring programme of environmental education and experiential learning at Lilongwe Wildlife Centre (LWC). The programme is a continuation of the existing environmental education curriculum, which offers action-based learning. Additionally we are expanding this role to include community engagement activities.

Essential duties & responsibilities

Working closely with the Environmental Education team, you will:

- Deliver environmental education lessons to schools, youth groups, universities, and adult groups, ensuring that the goals of the programme are aligned with LWT's overarching mission and vision.
- Assist in the development of teaching and learning materials and set up educational lessons for diverse groups who visit the centre.
- Conduct follow-up visits and monitor project activities in schools and communities.
- Assist with drafting sections of project reports, capturing activities, outcomes, and participant stories with photos and videos.
- Support basic administrative tasks such as organising programme files, managing inventory, and school and community data collection, and ensure that the data is accurate.
- Assist the education team with organising events that take place within and outside LWC, such as World Environment Day, career days, children's camps, education visits, school competitions, and other informal learning opportunities.
- Lead in the community engagement programme activities being implemented by the education team.

- Provide a 'meet and greet' to LWC's valued visitors, address safety needs for all groups, and ensure that groups remain motivated and continue visiting LWC.
- Contribute to raising awareness of LWC's education centre and education programmes to schools and the general public.

Additional duties include

- Attending meetings, seminars, and training as required or time permits.
- Any other duties that support education and learning across LWC.

Qualifications

Essential

- Diploma in Natural Resource Management, Forestry, Environmental Science, Community Education (Development) or other related fields.

Desirable

- Bachelor's Degree in Natural Resource Management, Forestry, Environmental Science, Community Education (Development) or other related fields.

Required experience and skills

- Thorough knowledge of natural resources and the ability to apply such knowledge for community engagement activities and education programmes.
- Must possess excellent interpersonal, facilitation and public speaking skills.
- Must possess good writing skill and oral communication skills.
- Ability to adapt and work with a wide variety of topics.
- Strong skills in Microsoft standard products: PowerPoint, Excel, and Word.
- Ability to work in a standard office and an outdoor field environment.
- Flexibility to work over a seven-day service.
- Must be a team player and willing to learn.

Other notes:

The intern will be offered MWK150,000.00 monthly stipend with donor rate allowances when required.

Details of employment

This is a one-year position. Normal hours are 40 hours per week, from 08:00 – 17:00. Flexible schedule available at times.

How to apply

Please send a covering letter and CV to applications@lilongwewildlife.org

Closing date

20th January 2026

LWT is an equal opportunity employer and values diversity. All employment decisions are based on qualifications and experience, merit and organisational need, and all reasonable adjustments will be made where possible.